



# Town of Herndon Virginia

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## Year 2 VPDES Annual Report Permit No. VAR040060

*In Compliance with the*  
Virginia Pollutant Discharge Elimination System and  
Virginia State Water Control Law

August 1, 2005

# FINAL



Department of Public Works  
Town of Herndon  
777 Lynn Street  
Herndon, Virginia 20170

**VPDES General Permit for  
Small Municipal Separate Storm Sewer Systems  
Permit No. VAR040060**

Year 2 Annual Report  
August 1, 2004 – July 31, 2005

Town of Herndon, Virginia

Submitted by:

Department of Public Works  
Town of Herndon  
777 Lynn Street  
Herndon, Virginia 20170

With Assistance from  
AMEC Earth & Environmental, Inc.  
14428 Albemarle Point Place, Suite 150  
Chantilly, Virginia 20151

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# 1 Introduction

This Annual Report has been prepared by the Town of Herndon Department of Public Works to comply with the requirements of the Virginia Pollution Discharge Elimination System (VPDES) General Permit for Discharges of Storm Water from Municipal Separate Storm Sewer Systems (MS4). Under 9VAC25-31-10 *et seq* of the Code of Virginia, the Town of Herndon developed and submitted a Registration Statement and Stormwater Management Plan to the Virginia Department of Environmental Quality (DEQ) to address six minimum control measures aimed at reducing the discharge of pollutants to the “maximum extent practicable.” Minimum control measures include:

1. Public Education and Outreach	4. Construction Site Runoff Control
2. Public Participation and Involvement	5. Post-Construction Runoff Control
3. Illegal Discharge Detection and Elimination	6. Pollution Prevention and Good Housekeeping

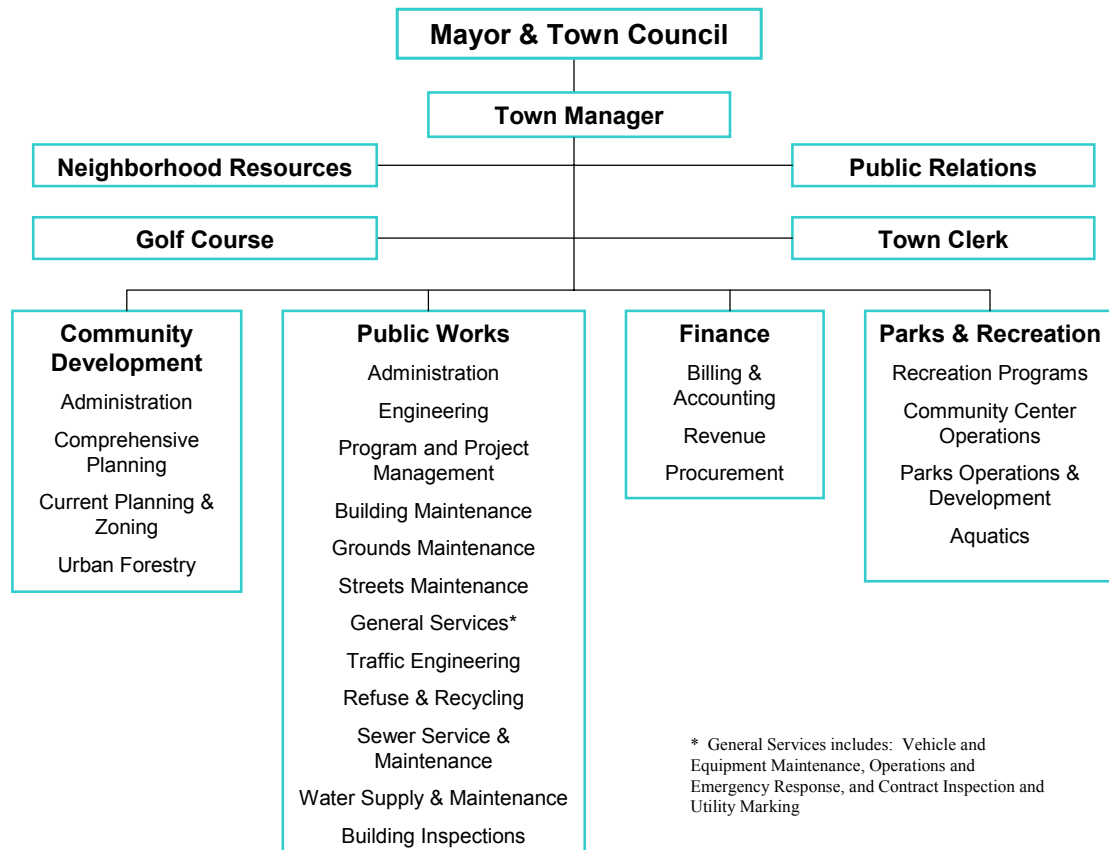
The Department of Environmental Quality issued General Permit VAR040060 to the Town of Herndon on July 8, 2003. Under the terms of the General Permit, the Town must submit a Year 2 Annual Report no later than August 1, 2005. Part II.E.2 of the General Permit outlines the requirements for the Annual Report:

“The permittee must submit an annual report to the Director by the first, second, and fourth anniversaries of the date of coverage under this permit. The reports must include:

- a. The status of compliance with permit conditions, an assessment of the appropriateness of the identified best management practices and progress towards achieving the identified measurable goals for each of the minimum control measures;
- b. Results of information collected and analyzed, including monitoring data, if any, during the reporting period;
- c. A summary of the stormwater activities the permittee plans to undertake during the next reporting cycle;
- d. Changes in any identified best management practices or measurable goals for any of the minimum control measures;
- e. Notice that the permittee is relying on another government entity to satisfy some or the permit obligations, if applicable; and,
- f. The approval status of any qualifying local programs (if appropriate), or the progress towards achieving full approval of these programs.”

Each reporting requirement is addressed in the following sections. The organizational chart below outlines Town departments with major stormwater management functions or responsibilities that are referenced in this Annual Report.

# Stormwater Management Organizational Chart



## 2 Status of Compliance with Year 2 Permit Conditions

The following provides the status of Year 2 permit conditions for each of the six minimum control measures. At the beginning of each section is a summary table describing the task, the implementation year, the measurable goal as described in the Town's adopted Stormwater Management Plan, and task status. Following the summary table is a more detailed discussion of the implementation status of each task.

### 2.1 Public Education and Outreach (MCM #1)

The following table is a summary of ongoing Year 1 and Year 2 activities for Minimum Control Measure #1 and their completion status.

BMP/Task	Year	Measurable Goal	Status
A. Publicize opportunities for the Town's citizens to become involved in non-government efforts to reduce stormwater pollution.	1	By the end of permit year (PY) 1, determine appropriate Town communication outlets for routinely publicizing non-government efforts (such as the Town's web site and the Herndon Community Television) and develop a mechanism for notifying organizations of these opportunities.	Complete
	2	By the beginning of PY2, implement the system for publicizing non-government efforts.	Complete
B. Utilize existing communications outlets available to the Town to educate residents on how to prevent stormwater pollution. Base messages on seasonal considerations as well as the need to address specific pollutants/activities of concern.	1	By the end of PY 1, work with Herndon Community Television (HCTV) to either broadcast a seasonal text message on stormwater management/water quality and/or produce a show on stormwater management/water quality.	Complete
	1	By the end of PY 1, develop specific messages relating to stormwater pollution prevention to be included in the Town's annual Drinking Water Quality Report and Annual Calendar. Implement the message in PY 2.	Complete
	1	At the beginning of PY 1, the Public Relations Activity Center will distribute a press release highlighting the purpose and objectives of the Town's VPDES General Permit and associated Stormwater Management Plan.	Complete

<b>BMP/Task</b>	<b>Year</b>	<b>Measurable Goal</b>	<b>Status</b>
B. (continued)	2	Beginning in PY 2, the Public Relations Activity Center will develop and distribute seasonally-specific stormwater pollution prevention press releases to the Town's community newspapers.	Complete
	2	Beginning in PY 2, the Town will include stormwater education in the Town's Earth Day/Arbor Day events.	Complete with changes
C. Develop new public education and outreach materials for delivery to Town residents and businesses based on an assessment of significant pollutants of concern.	1	By the end of PY 1, the Town will develop educational materials aimed specifically at proper dog waste disposal. This educational material will be targeted at the Town's Dog Park. By the beginning of PY 2, the Town will implement an ongoing distribution plan for these educational materials.	Complete
	2	By the end of PY 2, the Town will identify other major sources of pollution, including those from Town residents and businesses, that are controllable through changes in behavior and report to DCR how the Town intends to address these sources of pollution.	Complete
D. Assess the success of the Town's Public Education and Outreach BMP measures, as well as identify areas for improvement, through the addition of a stormwater question to the Town's annual resident survey.	2	By the End of PY 2, the Town will add two questions to the annual survey designed to assess residents' understanding of stormwater issues.	In progress
E. Assist the Fairfax County Public Schools (FCPS) system to incorporate stormwater/water quality educational materials into the student curriculum.	1	By the end of PY 1, work with appropriate contacts at the FCPS and/or directly with student groups, when possible, to determine how the Town can help Herndon area schools incorporate stormwater education materials into school curricula.	Complete



## **2.1A Publicize Opportunities for Non-Governmental Efforts**

This task requires that the Town determine appropriate outlets for routinely publicizing non-government efforts to reduce stormwater pollution. This is being done in order to provide an opportunity for additional Town residents to become involved in efforts to reduce stormwater pollution. The Town has selected its own website (<http://www.town.herndon.va.us/>) and Herndon Community Television (Channel 23) as the preferred and most appropriate outlets for routinely publicizing non-government efforts to reduce stormwater pollution. The system has been implemented; however no non-government efforts to reduce stormwater pollution have been organized in the Town of Herndon during this permit period.

Volunteer efforts are also encouraged through the Town's Park and Recreation class schedule that is distributed to all residents of the Town and nearby residents of Fairfax County. See Appendix A for a copy of the information from this publication.

## **2.1B Utilize existing communications outlets.**

This task requires that the Town work with Herndon Community Television (HCTV) to produce a program on stormwater management/water quality with broadcast of the program to begin in PY2. The Town has arranged with HCTV to broadcast the program "After the Storm". Full broadcast rights were obtained after August 5, 2004 and the program has been shown several times throughout August and September. The Town also aired the educational video "Got Buffer?" on HCTV. HCTV does not keep records of air dates and times, therefore they are not presented in this report. These educational videos will continue to be aired on HCTV with regularity.

This task also requires the Town to develop specific messages relating to stormwater pollution prevention to be included in the Town's annual Drinking Water Quality Report and Annual Calendar. The Town is unable to use the Drinking Water Quality Report for messages related to stormwater pollution due to guidelines on the information the report is required to present. The 2005 Annual Calendar contains stormwater messages on the monthly calendars for April, August and November. A copy of these calendar pages is included in Appendix A.

The Town has distributed a press release highlighting the purpose and objectives of the Town's VPDES General Permit and associated Stormwater Management Plan in Permit Year 1 – see the Year 1 report for a copy of this press release.

Stormwater pollution press releases have been developed and will be published seasonally. A copy of the press releases is included in Appendix A. The Town is also participating in a regional stormwater education radio campaign through the Northern Virginia Regional Commission (NVRC). The campaign began in late June, with a two-week flight of radio ads followed by two weeks off and a second two-week flight in July.

In addition, the Town has printed and is distributing several brochures on stormwater education at Town sponsored events such as the Herndon Festival and the weekly farmer's market. Brochures distributed include EPA's "After the Storm" brochure, "Make Your Home the Solution to Stormwater Pollution" brochure and the "Clean Water – Everybody's Business" bookmark. The Town is also distributing the Chesapeake Bay Local Assistance Division's "Got Buffer" brochure and DCR's "Watershed Connections" and "Tips on Keeping Your Lawn Green and the Chesapeake Bay Clean" brochures. Copies of these brochures are included in Appendix A.

The Town also distributed stormwater education at Earth Day/Arbor Day on April 23, 2005. The Town also participates in Nature Fest which has educational stations some of which address water and water quality. See Appendix A for a letter describing Nature Fest 2004 and an advertisement for Nature Fest 2005.

### **2.1C Develop new public education and outreach materials**

This task requires the Town to develop educational materials aimed specifically at proper dog waste disposal. This educational material is to be targeted at the Town's Dog Park. Based on the status of Sugarland Run as an impaired water on the State's 303(d) list, the Town intends to provide specific information to residents on how they can prevent fecal coliform from entering the storm sewer system. The Town developed a brochure in PY1 to distribute at the Town's dog park (see Year 1 Report). The Town also provides poop scoop stations and signs concerning dog waste at Runnymede Park. The Town also included a flyer with information for dog walkers in a door hangar packet distributed to all residents. A copy of the flyer is included in Appendix A.

In PY2, the Town is required to identify other sources of pollution and report how the Town intends to address these sources of pollution. The Town has noticed a buildup of grease in some catchbasins downstream of restaurants during catchbasin maintenance. This is due to improper grease trap maintenance at the restaurants. The Town will develop a letter to send to restaurants in the vicinity of a catchbasin with grease buildup to educate the restaurant on their responsibilities for minimizing grease in the storm sewer system.

### **2.1D Assess the success of the Outreach Program through Annual Survey**

The Town has not conducted an annual survey in the past two years. When the next annual survey is conducted, two stormwater questions will be added to the survey.

### **2.1E Stormwater Education in the Fairfax County Public Schools in Herndon**

This task requires the Town to work with appropriate contacts at the FCPS and/or directly with student groups to help incorporate stormwater education materials into school curricula. Educating school children on stormwater and pollution prevention will help promote better public awareness in general and will help instill a conservation ethic in the Town's children for a lifetime. The Town has presented information to groups within the School system on three occasions over the past year at: Flint Hill School, Herndon High School and Clearview Elementary.

## **2.2 Public Involvement/Participation (MCM #2)**

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The following table is a summary of ongoing Year 1 and Year 2 activities for Minimum Control Measure #2 and their completion status.

<b>BMP/Task</b>	<b>Year</b>	<b>Measurable Goal</b>	<b>Status</b>
A. Follow public notice requirements for the Town Council's meeting(s) regarding the implementation of	1	Provide public notice as required in Town Code.	Complete

<b>BMP/Task</b>	<b>Year</b>	<b>Measurable Goal</b>	<b>Status</b>
the Town's VPDES Phase II permit.			
B. Hold a Public Information Session on the VPDES Phase II program and the Town's plans for complying with the General Permit.	1	Hold one public information session during PY 1.	Complete
C. Implement an annual stormwater program review session by the Herndon Planning Commission.	2	By the end of PY 2, the Town will implement an annual stormwater program review session by the Planning Commission.	Complete

## **2.2A Public Notice**

This task requires the Town to follow public notice requirements for the Town Council's meeting(s) regarding the drafting/implementation of any Town Code changes relating to the Town's VPDES MS4 permit implementation or other water quality initiatives. The legal advertisements for items on the Town Council's agenda are published in the Herndon Observer. The Town Council meetings and agendas are posted on the website. The dates of Town Council meetings are published in the calendar and in the Inside Track, which comes out the first Friday of the month. See the Year 1 report for more information on this public notice.

## **2.2B Public Information Session**

Under this task, the Town was required to hold a Public Information Session on the VPDES Phase II program and the Town's plans for complying with the General Permit. This was done in order to educate citizens and build support for the Town's efforts and to provide an opportunity for citizens to have input into program implementation. See the Year 1 Report for information about this session.

## **2.2C Stormwater Program Review Session by the Herndon Planning Commission**

The stormwater program review session was held on July 18, 2005. A copy of the discussion item and presentation is included in Appendix B.

## **2.3 Illicit Discharge Detection and Elimination (MCM #3)**

The following table is a summary of ongoing Year 1 and Year 2 activities for Minimum Control Measure #3 and their completion status.

<b>BMP/Task</b>	<b>Year</b>	<b>Measurable Goal</b>	<b>Status</b>
A. Surveying and mapping of the Town's storm sewer infrastructure	1	A map showing storm sewer outfalls and all receiving streams will be completed for inclusion in the Town's year 4 annual report to DCR.	On schedule
B. Amend the Town Code as necessary	1	Complete and adopt Town Code revisions by the end of PY 1.	Complete
D. Publicize the availability of proper household hazardous waste (HHW) disposal options.	1	At least one message annually developed in MCM #1 will address proper HHW disposal.	Complete
E. Continue and expand the Town's storm drain marking program.	1	Document continued placement of storm drain markers in annual reports to DCR.	Complete
	2	By PY 2, develop a Herndon – specific door hangar to accompany the storm drain marker.	Complete
F. Include information on Fairfax County's permanent used oil, oil filters, and antifreeze collection and recycling program and local gas stations that provide this service.	2	By PY 2, include information on used oil, oil filters, and antifreeze collection and recycling centers in the Town's annual calendar.	Complete with changes

### **2.3A Surveying and mapping of the Town's storm sewer infrastructure**

This task requires the Town to continue mapping all outfalls and receiving streams for inclusion in the PY4 Annual Report. The Town is currently mapping its entire storm sewer infrastructure through a contractor. The final Geographic Information System (GIS) data set is expected to contain information on pipe sizes, invert, and direction of flow. At present, the mapping is approximately 65% complete and is proceeding on schedule.

### **2.3B Amend Town Code**

This task requires the Town to complete and adopt necessary Town Code revisions by the end of PY 1 and to provide revisions to DEQ in the PY 1 Annual Report. This is to ensure that the Town has the appropriate authority to prohibit non-stormwater discharges into the MS4 and to take necessary enforcement actions. The Town's existing authority is outlined in the Liquid and Solid Waste Standards Ordinance (Chapter 78) and Town Code Section 26-168 "Inspection for health or safety menaces".

A public hearing on the proposed ordinance revision to provide necessary authority to inspect for and eliminate non-stormwater discharges to the MS4 was held at the regular Town Council Meeting on July 13, 2004. At that meeting, the revisions to Article I, In General, Chapter 74, Utilities, Herndon

Town Code, was approved by the Town Council, bringing the Town into compliance with VPDES regulations regarding the elimination of non-stormwater discharges, except those permitted under VPDES regulations, to the MS4. See Year 1 report for a copy of the revised ordinance.

### **2.3D Publicize the availability of household hazardous waste (HHW) disposal options**

This task requires the Town to produce at least one message annually aimed at publicizing the options for proper HHW disposal. This is being done to reduce the incidence of improper disposal of hazardous waste by providing an alternative to dumping. The Town wishes to increase residents' awareness of existing Fairfax County facilities at the West Ox Road Transfer Facility.

Appendix C includes the text of a message on proper disposal of Household Hazardous Waste which has been made available on the Town's website as well as brochure titled, "A Citizen's Guide to Trash Collection and Recycling in Herndon." There are also messages regarding HHW in the Annual Calendar (see Appendix A).

### **2.3E Continue and expand the Town's storm drain marking program**

This task requires the Town to document continued placement of storm drain markers in annual reports to DCR. This is being done in order to reduce the incidence of direct dumping of materials down storm drains by providing a reminder that the MS4 drains to the local stream network. The Town has already begun implementation of a marker program in coordination with volunteer groups. There have been no storm drains marked over the past year due to lack of volunteers – the Town is currently coordinating with Scout groups to identify interested volunteers.



The Town has also developed a door hanger to educate people in the vicinity of the storm drain marking – See Appendix C.

### **2.3F Information on Oil, Oil Filter and Antifreeze Collection and Recycling**

This information is included with the Household Hazard Waste messages. See the Annual Calendar text in Appendix A. No local gas stations in Herndon are providing collection and recycling of these materials.

## **2.4 Construction Site Stormwater Runoff Control (MCM #4)**

The following table is a summary of ongoing Year 1 and Year 2 activities for Minimum Control Measure #4 and their completion status.

<b>BMP/Task</b>	<b>Year</b>	<b>Measurable Goal</b>	<b>Status</b>
A. Maintain a consistently rated Erosion and	1	The Town will maintain a consistently rated program throughout the permit cycle.	Complete

<b>BMP/Task</b>	<b>Year</b>	<b>Measurable Goal</b>	<b>Status</b>
Sediment Control Program as defined by the Virginia Department of Conservation and Recreation.			
B. Utilize the Virginia DCR VPDES General Permit for Stormwater Discharges for Construction Activities	1	Implement and enforce a requirement that site contractors submit a copy of the VPDES General Permit for Stormwater Discharges from Construction Activities, within two weeks of submission to DCR.	Complete
C. Report the number of regulated land disturbing activities and total disturbed acreage.	1	The Town will report to DCR in its annual reports the number of regulated land disturbing activities and total disturbed acreage as required.	Complete

#### **2.4A Maintain DCR Erosion and Sediment Control Program Consistency**

This task requires the Town to obtain a rating of “consistent” with the Virginia Erosion and Sediment Control Regulations. The Town’s program is rated consistent by the VA DCR. The Town currently has 2 inspectors and a plan reviewer who are certified through the Virginia Department of Conservation and Recreation Erosion and Sediment Control Program. A list of inspectors and plan reviewers along with expiration dates of their certifications is included in Appendix D.

#### **2.4B Utilize the Virginia DCR VPDES General Permit**

Under this task, the Town requires that site contractors submit a copy of the VPDES General Permit for Stormwater Discharges from Construction Activities, within two weeks of submission to DCR. This is done to reduce the likelihood that construction site waste will impact stormwater quality by utilizing an existing DCR permit requirement.

The following statement was added to the Town’s Engineering PRE-CONSTRUCTION MEETING CHECKLIST on page 1: “A Construction Activity Operator is required to submit VPDES General Permit for Stormwater Discharges from Construction Activities [VAR 10] and provide a copy to DPW, within a week of this meeting.”

#### **2.4C Report the number of regulated land disturbing activities and total disturbed acreage.**

Under this task, the Town is required to report to DCR in its annual reports the number of regulated land disturbing activities and total disturbed acreage as required. This report is included in Appendix D.

### **2.5 Post Construction Stormwater Management (MCM #5)**

The following table is a summary of ongoing Year 1 and Year 2 activities for Minimum Control Measure #5 and their completion status

<b>BMP/Task</b>	<b>Year</b>	<b>Measurable Goal</b>	<b>Status</b>
A. Maintain a consistently rated Chesapeake Bay Preservation Ordinance	1	The Town's CBPO will be certified consistent with amended Chesapeake Bay Preservation Area Designation and Management Regulations by the Chesapeake Bay Local Assistance Board.	Complete
B. Eliminate opt-out provisions in the Town CBPO	1	The Town's CBPO will be amended to eliminate the opt-out provision or substitute the provision with a fee-in-lieu of program.	Complete
C. Track all permanent BMPs installed in the MS4	1	The Town will implement a system to track necessary BMP information	Complete
D. Examine the Town's long-term operation and maintenance requirements for new BMPs and develop maintenance agreement enforcement protocols	2	By the end of PY 2, develop a schedule for Town staff to inspect private BMPs to ensure maintenance compliance	Complete
	2	By the end of PY 2, amend BMP maintenance agreements to require an annual maintenance report	In Progress
	2	By the end of PY 2, implement a BMP maintenance agreement enforcement protocol.	Complete

#### **2.5A Maintain a consistently rated Chesapeake Bay Preservation Ordinance**

This task requires that the Town be certified consistent with amended Chesapeake Bay Preservation Area Designation and Management Regulations. The Town has achieved a consistent rating as shown in [http://www.cblad.state.va.us/local\\_status\\_contacts.cfm](http://www.cblad.state.va.us/local_status_contacts.cfm).

#### **2.5B Eliminate opt-out provisions in the Town CBPO**

This task requires that the Town's CBPO will be amended to eliminate the opt-out provision. This change has been made and the modified CBPO was included in the Year 1 report.

#### **2.5C Implement a system to track necessary BMP information**

This task requires that the Town track all permanent BMPs installed in the MS4 and collect information necessary to meet the requirements of MCM #5. A database has been developed and a summary of BMPs in the Town is included in Appendix E.

#### **2.5D Examine the Town's long-term operation and maintenance requirements**

The Town conducted an initial inspection of all BMPs in the Town in November 2004. A summary of those inspections is included in Appendix E. A schedule for inspection of the BMPs is part of the BMP tracking database.

The Town has conducted an audit of a random sample of maintenance agreements to determine if agreements have been executed and recorded as needed and if property owners are aware of the agreements and are performing the necessary maintenance. The audit has shown that changes are needed in the way the Town is processing the agreements and education of property owners is needed. The Town is assessing the changes needed to the agreements and the way in which they are processed and will revise the agreements when this assessment is complete.

The Town has developed a maintenance agreement enforcement protocol as part of the Town's BMP Inspection and Maintenance Plan. Appendix E contains a description of the enforcement protocol, a flow chart of the process and sample notification letters.

## **2.6 Pollution Prevention/Good Housekeeping for Municipal Operations (MCM #6)**

The following table is a summary of ongoing Year 1 and Year 2 activities for Minimum Control Measure #6 and their completion status

<b>BMP/Task</b>	<b>Year</b>	<b>Measurable Goal</b>	<b>Status</b>
A. Document the Town's current pollution prevention activities and frequencies relating to municipal operations	1	Document all ongoing Town pollution prevention activities. Documentation of activities will be provided in annual reports at the conclusion of permit years 1, 2, and 4.	Complete
B. Maintain and track certification for all employees handling and applying herbicides and pesticides in the Town	1	Establish and implement a mechanism for tracking all applicable certifications.	Complete
C. Incorporate stormwater quality management information into ongoing employee training/safety programs.	2	By the end of PY 2, develop a water quality training program for Town staff and all new employees. Implement the program annually.	Complete

### **2.6A Document the Town's current pollution prevention activities**

This task requires the Town to document all ongoing Town pollution prevention activities. This is being done to quantify current Town activities that demonstrate responsible water quality management by Town personnel. Ongoing pollution prevention activities such as the Town's street sweeping program are detailed in Appendix F. A SWPPP was developed for the Town Maintenance facility and activities required as part of the SWPPP have been ongoing. See the Year 1 report for a copy of the SWPPP.

### **2.6B Maintain and track certification herbicides and pesticides application**

This task requires that the Town establish and implement a mechanism for tracking all applicable certifications. This is being done to ensure that all Town employees that handle



controlled, land applied substances receive proper training and certification in the use and storage of those substances. Current certification information is included in Appendix F.

## 2.6C Incorporate stormwater quality information into employee training programs

This task requires that the Town develop a water quality training program for Town staff. The Town purchased a training video and booklets from the Environmental Resource Center, titled “Stormwater Pollution Prevention”. This training video and training booklets will be used annually to educate Town staff. More information about the program is included in Appendix F.

## 3 Summary of Year 3 and 4 Planned Activities

The Year 4 Annual Report will include a description of ongoing activities from Year 1, 2 and 3; any follow-up activities required; and the compliance status of measurable goals planned for Year 4. The following table summarizes by minimum control measure the planned activities to meet Year 3 and 4 measurable goals.

BMP/Task	Year	Planned Activity
<b>Minimum Control Measure #1 – Public Education and Outreach</b>		
C. Develop and implement public education and outreach material to address other major sources of pollution.	3	Letter will be developed to notify restaurants of proper grease handling upstream of catchbasins with a grease buildup.
F. Develop targeted outreach materials in a second language.	4	Public Relations in cooperation with Public Works will develop outreach material in a second language.
<b>Minimum Control Measure #3 – Illicit Discharge Detection and Elimination</b>		
A. Complete map showing all storm sewer outfalls.	4	Public Works will complete mapping of outfalls by end of PY 4 and develop a process for updating the maps.
C. Develop and implement an illicit discharge detection and elimination program.	3	Develop pilot program
	4	Develop and implement a Town-wide program.
	4	Develop inspection/investigation protocol and remedies for discovered illicit connections.
<b>Minimum Control Measure #6 – Pollution Prevention/Good Housekeeping</b>		
D. Develop SWPPPs for operations and facilities that have potential to	3	Perform an evaluation of all Town facilities and identify facilities for SWPPP development. Town has already completed this activity

<b>BMP/Task</b>	<b>Year</b>	<b>Planned Activity</b>
impact stormwater quality	4	Develop SWPPP for identified facilities. Town has already completed this activity.
E. Evaluate and revise the Town Standard Operating Procedures and Standard Operating Guidelines for the reduction of stormwater pollution	3	Revise SOPs and SOGs. Review annually.

#### **4 Changes in Identified BMPs or Measurable Goals**

The VPDES Phase II program as outlined in the NOI seems to be working to the satisfaction of the citizens of Herndon and is deemed to be a workable and cost effective plan. No changes in identified BMPs or Measurable Goals have been instituted.

#### **5 Reliance On Other Government Entities**

The Town of Herndon is not currently relying on another government entity to satisfy VPDES permit requirements.

#### **6 Approval Status of Qualifying Local Programs**

The Town of Herndon has identified the Erosion and Sediment Control Ordinance, mandated by the Virginia Erosion and Sediment Control Regulations, to help satisfy Minimum Control Measure #4 - Construction Site Stormwater Runoff Control. In addition, the Town has identified the Chesapeake Bay Preservation Ordinance, mandated by the Virginia Chesapeake Bay Preservation Area Designation and Management Regulations, to help satisfy Minimum Control Measure #5 - Post Construction Stormwater Runoff Control. The Town is currently in full compliance with both the Virginia Erosion and Sediment Control Regulations and the Chesapeake Bay Preservation Area Designation and Management Regulations. The Town adopted amendments to the Chesapeake Bay Preservation Ordinance on February 10, 2004 to comply with changes in the State regulations. The revised ordinance was reviewed by staff of the Department of Conservation and Recreation, Chesapeake Bay Local Assistance Division, and was found to be consistent by the Chesapeake Bay Local Assistance Board on December 13, 2004.

# Nature Camps & Programs



*All nature programs, unless otherwise indicated, meet at Runnymede Park (off Herndon Parkway.) Meet at the kiosk next to the parking lot. Please wear long pants and sturdy shoes to all programs, and dress appropriately for the weather. For all outdoor nature programs, anyone under 8 must bring an adult with them; no siblings please, unless they are signed up too. Please be on time as all programs start PROMPTLY!*

## Questions?

Call the Town Naturalist, Susan Lilly at 703-435-6800 x2113.

**You Can Schedule Activities in Runnymede Park for**

- Scout Badge work & activities
- Schools
- Volunteer Projects
- Internships
- Community Service

These can be scheduled through the Town Naturalist or the Town Community Forester at 703-435-6800 x2113.

Runnymede Park is open from dawn to dusk. The park offers excellent opportunities for hiking, bird watching, nature study and picnicking. Remember all pets must remain on the leash, and please, pick up after your pet!

Do you have questions or concerns regarding wildlife? The Town Naturalist is available to answer your questions. Help us to enhance our programming efforts!

**Volunteers are needed for the Runnymede Park Nature Tent during Farmers Market.**  
Thursdays from  
9 AM to 12:30 PM May-October.

Gain interpretive skills! Lead nature programs! Educate the public!



All training is provided and supervised; this is a great public/community service project. All ages are welcome!

## NATURE

*Summer Camp Just Got Wild! Runnymede Park continues its series of nature camps featuring an expanded nature camp week and more nature fun hours!*



### Nature Discovery Camp

Ages 5-9

A great mix of environmental education, activities, games and a trip, this camp offers children an excellent opportunity to explore nature and Runnymede Park's ecology, wildlife, geology, archaeology, history, and culture. We will explore the meadow, Sugarland Run Stream, trails, and the pond as we learn about protecting our natural environment and stewardship. Through hands-on activities and outdoor learning, campers will utilize their senses to discover joy and appreciation for nature! Program meets daily at Runnymede Park.

#### Our weekly camp themes include:

Geology, Tracks, Scat & Signs, Bones, Feathers & Furs, Beginning Birding & Field ID, Adventure Games, Native American Life, Insects & Spiders, Trees, Wildlife Encounters, Nature Crafts, and as much as we can squeeze, squirm, and wiggle in! Field trip will include one of the following: Skyline Caverns, The Bug Box, The Archaeology Museum of Alexandria, Hidden Pond Nature Center, Hidden Oaks

Nature Center, The Smithsonian Naturalist Center, or Lake Fairfax. Includes T-shirt, field trip, lots of take-home nature stuff, and guest speakers. Raptors, Reptiles, Butterflies, Mammals!

Class	Day	Time	TOH/NR
<b>July 5-8</b>			
1364.901	T-F	9am-2pm	\$100/\$110
<b>July 11-14</b>			
1364.902	M-Th	9am-2pm	\$100/\$110
<b>July 18-21</b>			
1364.903	M-Th	9am-2pm	\$100/\$110
<b>July 25-28</b>			
1364.904	M-Th	9am-2pm	\$100/\$110

### Nature Adventure Camp for the Older Naturalist-Ages 10-13

This camp explores our natural wonders through environmental education, activities, and games! A nature adventure trip will be taken each day to places like The Smithsonian Naturalist Center, Carderock, Morefield Gem Mine, Sky Meadows, and canoeing. It is time to explore, discover, and learn. Includes T-shirt, field trips and fun.

#### 4, 6 hour sessions

Class	Day	Time	TOH/NR
<b>August 1-4</b>			
1364.905	M-Th	9am-3pm	\$150/\$165

### Nothing Around

Families All Ages

Join us at dusk as we use a special ultraviolet light to attract different species of moths. We will humanely capture, study, and then release these night flying insects.

#### 1, 1 hour session

Class	Day	Time	TOH/NR
<b>August 12</b>			
1364.001	F	8-9pm	\$5/\$5

### Nature's Architect ... the Beaver Families-All Ages

Beavers are nature's architects. Hike with the Naturalist to view a beaver's handiwork, study tracks & signs, and explore how the beaver's presence affects Runnymede Park's ecosystem.

#### 1, 1.5 hour session

Class	Day	Time	TOH/NR
<b>August 20</b>			
1364.002	Sa	10-11:30am	\$5/\$5

### Aquatic Adventures

Families All Ages

What lives in the muddy pond? To find out, let's catch, identify, and then release. Wear old shoes or rain boots. Dip nets and field guides will be provided. \*Meet at the Hunter's Creek Clubhouse.

#### 1, 2 hour session

Class	Day	Time	TOH/NR
<b>August 27</b>			
1364.003	Sa	9-11am	\$5/\$5

### Nature Birthday Parties

Celebrate your birthday outdoors at Runnymede Park. Kids can choose from several themes: Radical Reptiles, Creatures of the Night, Animal Tracks & Signs, and Bones, Feathers, & Furs. Each 1 hour program is designed to entertain as well as educate. Bring your own cake and party favors, picnic tables are available in the park.

**Call 703-787-7300 for reservations.**  
**\$100 for 12 kids.**

# April 2005

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

March							May							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5			1	2	3	4	5	6	7
6	7	8	9	10	11	12		8	9	10	11	12	13	14
13	14	15	16	17	18	19		15	16	17	18	19	20	21
20	21	22	23	24	25	26		22	23	24	25	26	27	28
27	28	29	30	31				29	30	31				
							Help keep our waterways and the Chesapeake Bay clean! NEVER dispose of oils, pesticides or other chemicals onto driveways, roadways or storm drains. Dispose of household hazardous waste at the I-66 Transfer Station, 4618 Old Ox Road.							
							Customer service comments call: 703-481-1185 (voicemail)							
3							4							
							SPRING CLEAN-UP NORTH OF BIKE TRAIL (On Your Trash Day Only)							
Daylight Savings Time Begins							Planning Commission Public Hearing, 7:30 p.m.							
10							11							
							SPRING CLEAN-UP SOUTH OF BIKE TRAIL (On Your Trash Day Only)							
							ARB/HPRB Work Session, 7:00 p.m. Neighborhood College Alumni Group, 7:00 p.m. Recycling Pick-up (Use Blue Bin)							
17							18							
Mayor's Volunteer Appreciation Night							ARB/HPRB Public Hearing, 7:00 p.m. Planning Commission Work Session, 7:00 p.m.							
24							25							
Passover Begins							Town Council Regular Session, 7:30 p.m. (Public Hearing on Proposed FY 2006 Budget & Capital Improvement Program)							
							Recycling Pick-up (Use Blue Bin)							
							Administrative Professionals' Day							
							Board of Zoning Appeals, 7:30 p.m.							
							Towns Square Singers, Industrial Strength Theatre, 7:30 p.m.							
							Towns Square Singers, Industrial Strength Theatre, 7:30 p.m.							

# August 2005

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Help keep our waterways and the Chesapeake Bay clean! NEVER dispose of oils, pesticides or other chemicals onto driveways, roadways or storm drains. Clean up after pets.

1

Planning Commission Public Hearing,  
7:30 p.m.

2

Town Council Work Session, 7:30 p.m.  
**Notional Night Out**

3

Recycling Pick-up  
(Use Blue Bin)

4

Farmer's Market,  
8:30 a.m.—12:30 p.m.  
Farmer's Market Fun Days,  
Town Hall Square, 10:30 a.m.  
Summer Concert, Town Green, 7:30 p.m.  
Herndon Community Association  
Condition Meeting, 7:00 p.m.

5

Friday Night Live,  
Town Green, 6:30 p.m.—10:30 p.m.

6

7

8

9

Town Council Regular Session, 7:30 p.m.

10

ARB/HPRB Work Session, 7:00 p.m.  
Neighborhood College Alumni  
Group, 7:00 p.m.  
Recycling Pick-up  
(Use Blue Bin)

11

Farmer's Market,  
8:30 a.m.—12:30 p.m.  
Farmer's Market Fun Days,  
Town Hall Square, 10:30 a.m.  
Summer Concert, Town Green, 7:30 p.m.

12

Friday Night Live,  
Town Green, 6:30 p.m.—10:30 p.m.

13

14

15

16

17

18

19

20

Herndon Centennial Junior Open,  
7:30 a.m.,  
Herndon Centennial Golf Course  
ARB/HPRB Public Hearing, 7:00 p.m.

Farmer's Market,  
8:30 a.m.—12:30 p.m.  
Summer Concert, Town Green, 7:30 p.m.

Friday Night Live,  
Town Green, 6:30 p.m.—10:30 p.m.

Herndon Centennial Club Championship,  
8:00 a.m.,  
Herndon Centennial Golf Course

21

22

23

24

25

26

27

Herndon Centennial Club Championship,  
8:00 a.m.,  
Herndon Centennial Golf Course

Farmer's Market,  
8:30 a.m.—12:30 p.m.  
Summer Concert, Town Green, 7:30 p.m.  
Board of Zoning Appeals, 7:30 p.m.

Friday Night Live,  
Town Green, 6:30 p.m.—10:30 p.m.

28

29

30

31

Planning Commission Work Session,  
7:00 p.m.

Recycling Pick-up  
(Use Blue Bin)

Tune in to HCTV — Channel 23  
Customer service comments  
call: 703-481-1185 (voice-mail)

July  
S M T W T F S  
3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24/25 26 27 28 29 30

September  
S M T W T F S  
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11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28 29 30



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Emergency? Dial 911

# November 2005

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

<p>Reminder: Second half of 2005 Town real estate taxes due December 5. Herndon 2006 vehicle decal must be purchased and displayed by November 15.</p>	<p>Help keep our waterways and the Chesapeake Bay clean! NEVER dispose of oils, pesticides or other chemicals onto driveways, roadways or storm drains. Dispose of household hazardous waste at the I-66 Transfer Station, 4618 Old Ox Road.</p>	<p>1 Town Council Work Session, 7:30 p.m.</p>	<p>2 LEAF COLLECTION NORTH OF BIKE TRAIL Recycling Pick-up (Use Blue Bin)</p>	<p>3</p>	<p>4</p>	<p>5</p>
<p>6</p>	<p>7 Planning Commission Public Hearing, 7:30 p.m.</p>	<p>8 Town Council Regular Session, 7:30 p.m. Election Day</p>	<p>9 LEAF COLLECTION SOUTH OF BIKE TRAIL Recycling Pick-up (Use Blue Bin)</p>	<p>10</p>	<p>11 Veterans Day</p>	<p>12</p>
<p>13</p>	<p>14</p>	<p>15 Town Council Work Session, 7:30 p.m. Display Date for 2006 Vehicle Decals</p>	<p>16 LEAF COLLECTION NORTH OF BIKE TRAIL ARB/HPRB Work Session, 7:00 p.m. Recycling Pick-up (Use Blue Bin)</p>	<p>17</p>	<p>18</p>	<p>19 Thanksgiving Golf Tournament, 9:00 a.m., Herndon Golf and Country Club Turkey Trot 5K Race Community Center, 4:00 p.m. Herndon Lights up the Holidays, 5:00 p.m. - 8:00 p.m., Herndon Community Center Neighborhood College Alumni Group, 7:00 p.m.</p>
<p>20</p>	<p>21 ARB/HPRB Public Hearing, 7:00 p.m. Planning Commission Work Session, 7:00 p.m.</p>	<p>22 LEAF COLLECTION SOUTH OF BIKE TRAIL Town Council Regular Session, 7:30 p.m.</p>	<p>23 Recycling Pick-up (Use Blue Bin)</p>	<p>24 Town Offices Closed Community Center Closed Refuse Collected Monday (Nov. 28) Thanksgiving Day</p>	<p>25 Town Offices Closed Community Center Open, 6:00 a.m. - 10:00 p.m. Refuse Collected Tuesday (Nov. 29)</p>	<p>26</p>
<p>27</p>	<p>28</p>	<p>29</p>	<p>30 Recycling Pick-up (Use Blue Bin)</p>	<p>October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29</p>	<p>December S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p>Customer service comments call: 703-481-1185 (voice/mail)</p>

## **Herndon Press Releases**

### **Spring - Fertilizer/Lawn Care**

Hold on to your fertilizer! Contrary to popular practice, spring is not the time to fertilize your lawn. If you fertilize in early spring, the blades will grow at the expense of the roots developing. This can lead to disease and insect problems later in the season. In addition, you will have to mow the lawn more frequently.

Fall is the best time to fertilize, when the roots that will sustain the plants through the following summer are actively growing. Even if you missed fall fertilization, you should limit spring fertilization to a light feeding (0.5 lbs. of 10-10-10 per 1000 sq. ft.) after the initial flush of growth has subsided in May or early June.

Lime, on the other hand, should be applied in early spring if soil tests show it is necessary. Soil testing kits can be obtained from all Fairfax County public libraries or from the Virginia Cooperative Extension office in the Government Center (Pennino building, 10<sup>th</sup> Floor) – there is a small fee for the soil analyses. Most lawn grasses grow best at a soil pH of 6.0 to 7.0. Your soil test report will provide recommendations on how much lime to apply. Also use the results of your soils test to determine how much fertilizer to apply in the fall. Applying too much fertilizer or spillage on sidewalks or driveways can cause stream pollution.

### **Summer - Water Conservation and Usage**

Help conserve water and keep our streams clean this summer:

- Wash your car on a lawn or other unpaved surface to minimize the amount of dirty, soapy water flowing directly into the storm drain. Another option is to go to a commercial car wash where in most cases the water is recycled or flows into the sanitary sewer system to be treated.
- Check your car, boat, motorcycle, or other equipment for leaks and spills. Many people have leaks they are not aware of and every time it rains, those products are washed down the storm drains and into the streams. Clean any spilled liquid with an absorbent material such as sand or kitty litter and place in trash.
- Don't overwater your lawn. Water during the cool times of the day, and don't let water run off into the storm drain.
- Sweep up yard debris, rather than hosing down areas. Compost or recycle yard waste when possible.
- Select native plants and grasses that are drought and pest-resistant, reducing the amount of water, fertilizer, and pesticide necessary.

## **Fall - Leafy Debris Removal**

There are a few steps that you can take to prepare your yard waste for trash day. Yard waste is collected the same day of the week as your trash.

- Please place your yard waste and trash curbside by 7:00 AM, but not more than 24 hours prior to your trash day.
- To prepare the yard waste, cut brush, branches, and tree limbs into four (4) foot lengths and then tie into bundles that do not weigh more than 50 pounds.
- Grass clippings, shrub clipping, weeds, and leaves must be placed in 30-gallon kraft, recyclable bags that can be purchased at the grocery or home improvement store.
- To save time and money, leave your grass clippings on the lawn to help reduce the need for fertilizer or compost them in your yard.
- In November, leaves are collected on your street based on your location. Leaves can be raked loose to the curb, but must not block drainage ditches or roadways.

## **Winter - Household Hazardous Waste**

Proper disposal of household hazardous waste products will help ensure our safety and a cleaner environment. Household hazardous waste includes items such as motor oil, antifreeze, auto batteries, oil based paint, herbicides, pesticides, and insecticides. Household hazardous wastes are not acceptable for weekly curbside pickup and must be taken to an approved disposal location. The closest disposal facility to the Town of Herndon is the I-66 Transfer Station located at 4618 West Ox Road in Fairfax. The transfer station accepts household hazardous wastes during limited hours on Thursday, Friday, Saturday, and Sunday and items can only be dropped off while the facility is open. Some household cleaners, such as Windex, Glass-Plus, Drano, and Pine-Sol can be poured down the drain in your house, but never down the storm drain. Remember, the storm drains flow directly to the streams with no treatment performed. For more information on items accepted at the transfer station and open hours call 703-324-5068 or check the county's website: <http://www.fairfaxcounty.gov/dpwes/trash/disphhw.htm>.





# A Citizen's Guide to Understanding Stormwater



EPA United States Environmental Protection Agency

EPA 833-B-03-002

January 2003

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For more information contact:  
[www.epa.gov/nps/stormwater](http://www.epa.gov/nps/stormwater)  
or visit  
[www.epa.gov/nps](http://www.epa.gov/nps)

## After the Storm



### What is stormwater runoff?



Stormwater runoff occurs when precipitation from rain or snowmelt flows over the ground. Impervious surfaces like driveways, sidewalks, and streets prevent stormwater from naturally soaking into the ground.

### Why is stormwater runoff a problem?



Stormwater can pick up debris, chemicals, dirt, and other pollutants and flow into a storm sewer system or directly to a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the waterbodies we use for swimming, fishing, and providing drinking water.

### The effects of pollution

Polluted stormwater runoff can have many adverse effects on plants, fish, animals, and people.

- ◆ Sediment can cloud the water and make it difficult or impossible for aquatic plants to grow. Sediment also can destroy aquatic habitats.
- ◆ Excess nutrients can cause algae blooms. When algae die, they sink to the bottom and decompose in a process that removes oxygen from the water. Fish and other aquatic organisms can't exist in water with low dissolved oxygen levels.
- ◆ Bacteria and other pathogens can wash into swimming areas and create health hazards, often making beach closures necessary.
- ◆ Debris—plastic bags, six-pack rings, bottles, and cigarette butts—washed into waterbodies can choke, suffocate, or disable aquatic life like ducks, fish, turtles, and birds.
- ◆ Household hazardous wastes like insecticides, pesticides, paint, solvents, used motor oil, and other auto fluids can poison aquatic life. Land animals and people can become sick or die from eating diseased fish and shellfish or ingesting polluted water.



- ◆ Polluted stormwater often affects drinking water sources. This, in turn, can affect human health and increase drinking water treatment costs.



# Stormwater Pollution Solutions

## Residential

*Recycle or properly dispose of household products that contain chemicals, such as insecticides, pesticides, paint, solvents, and used motor oil and other auto fluids. Don't pour them onto the ground or into storm drains.*

### Lawn care

Excess fertilizers and pesticides applied to lawns and gardens wash off and pollute streams. In addition, yard clippings and leaves can wash into storm drains and contribute nutrients and organic matter to streams.

- ◆ Don't overwater your lawn. Consider using a soaker hose instead of a sprinkler.
- ◆ Use pesticides and fertilizers sparingly. When use is necessary, use these chemicals in the recommended amounts. Use organic mulch or safer pest control methods whenever possible.
- ◆ Compost or mulch yard waste. Don't leave it in the street or sweep it into storm drains or streams.
- ◆ Cover piles of dirt or mulch being used in landscaping projects.



### Septic systems

Leaking and poorly maintained septic systems release nutrients and pathogens (bacteria and viruses) that can be picked up by stormwater and discharged into nearby waterbodies. Pathogens can cause public health problems and environmental concerns.

- ◆ Inspect your system every 3 years and pump your tank as necessary (every 3 to 5 years).
- ◆ Don't dispose of household hazardous waste in sinks or toilets.



### Auto care

Washing your car and degreasing auto parts at home can send detergents and other contaminants through the storm sewer system. Dumping automotive fluids into storm drains has the same result as dumping the materials directly into a waterbody.

- ◆ Use a commercial car wash that treats or recycles its wastewater, or wash your car on your yard so the water infiltrates into the ground.
- ◆ Repair leaks and dispose of used auto fluids and batteries at designated drop-off or recycling locations.



### Pet waste

Pet waste can be a major source of bacteria and excess nutrients in local waters.

- ◆ When walking your pet, remember to pick up the waste and dispose of it properly. Flushing pet waste is the best disposal method. Leaving pet waste on the ground increases public health risks by allowing harmful bacteria and nutrients to wash into the storm drain and eventually into local waterbodies.



## Residential landscaping

**Permeable Pavement**—Traditional concrete and asphalt don't allow water to soak into the ground. Instead these surfaces rely on storm drains to divert unwanted water. Permeable pavement systems allow rain and snowmelt to soak through, decreasing stormwater runoff.

**Rain Barrels**—You can collect rainwater from rooftops in mosquito-proof containers. The water can be used later on lawn or garden areas.

**Rain Gardens and Grassy Swales**—Specially designed areas planted with native plants can provide natural places for rainwater to collect and soak into the ground. Rain from rooftop areas or paved areas can be diverted into these areas rather than into storm drains.

**Vegetated Filter Strips**—Filter strips are areas of native grass or plants created along roadways or streams. They trap the pollutants stormwater picks up as it flows across driveways and streets.



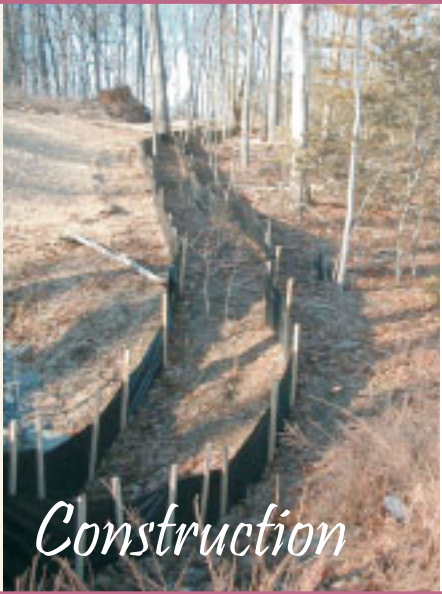
## Commercial

Dirt, oil, and debris that collect in parking lots and paved areas can be washed into the storm sewer system and eventually enter local waterbodies.

- ◆ Sweep up litter and debris from sidewalks, driveways and parking lots, especially around storm drains.
- ◆ Cover grease storage and dumpsters and keep them clean to avoid leaks.
- ◆ Report any chemical spill to the local hazardous waste cleanup team. They'll know the best way to keep spills from harming the environment.

Erosion controls that aren't maintained can cause excessive amounts of sediment and debris to be carried into the stormwater system. Construction vehicles can leak fuel, oil, and other harmful fluids that can be picked up by stormwater and deposited into local waterbodies.

- ◆ Divert stormwater away from disturbed or exposed areas of the construction site.
- ◆ Install silt fences, vehicle mud removal areas, vegetative cover, and other sediment and erosion controls and properly maintain them, especially after rainstorms.
- ◆ Prevent soil erosion by minimizing disturbed areas during construction projects, and seed and mulch bare areas as soon as possible.



## Construction

## Agriculture

Lack of vegetation on streambanks can lead to erosion. Overgrazed pastures can also contribute excessive amounts of sediment to local waterbodies. Excess fertilizers and pesticides can poison aquatic animals and lead to destructive algae blooms. Livestock in streams can contaminate waterways with bacteria, making them unsafe for human contact.

- ◆ Keep livestock away from streambanks and provide them a water source away from waterbodies.
- ◆ Store and apply manure away from waterbodies and in accordance with a nutrient management plan.
- ◆ Vegetate riparian areas along waterways.
- ◆ Rotate animal grazing to prevent soil erosion in fields.
- ◆ Apply fertilizers and pesticides according to label instructions to save money and minimize pollution.



## Forestry

Improperly managed logging operations can result in erosion and sedimentation.

- ◆ Conduct preharvest planning to prevent erosion and lower costs.
- ◆ Use logging methods and equipment that minimize soil disturbance.
- ◆ Plan and design skid trails, yard areas, and truck access roads to minimize stream crossings and avoid disturbing the forest floor.
- ◆ Construct stream crossings so that they minimize erosion and physical changes to streams.
- ◆ Expedite revegetation of cleared areas.



## Automotive Facilities



Uncovered fueling stations allow spills to be washed into storm drains. Cars waiting to be repaired can leak fuel, oil, and other harmful fluids that can be picked up by stormwater.

- ◆ Clean up spills immediately and properly dispose of cleanup materials.
- ◆ Provide cover over fueling stations and design or retrofit facilities for spill containment.
- ◆ Properly maintain fleet vehicles to prevent oil, gas, and other discharges from being washed into local waterbodies.
- ◆ Install and maintain oil/water separators.



## Hints for selecting an appropriate fertilizer

All fertilizer packages must have three numbers on them (example: 10-10-10, 16-4-8). The numbers represent the percentages of nitrogen (N), phosphorus (P) and potassium (K) – in that order – by weight. This is also referred to as the N-P-K ratio. So, 16-4-8 fertilizer is 16 percent nitrogen, 4 percent phosphorus and 8 percent potassium. While all three are necessary for proper growth, many soils have enough of certain nutrients. Your soil test will help you understand which nutrients your lawn lacks.

**EXAMPLE:** Your soil test recommends applying 1 pound actual nitrogen per 1,000 square feet. Say you have a 40 lb. bag of 12-4-8. The 12 means the fertilizer is 12 percent nitrogen by weight. To determine how many pounds to apply, multiply .12 times 40 lbs. This equals 4.8 lbs., the amount of nitrogen in the bag. Now divide 1, the number of lbs. per 1,000 sq. ft. you want to spread, by 4.8, the pounds of nitrogen you have. This gives you .208, or the ratio for what you want to spread. Now multiply your 40 lbs. of fertilizer times .208. This gives you 8.3 lbs. – the amount of fertilizer to spread over the 1,000 sq. feet.

Remember, the best fertilizer for your lawn has a **slowly available** nitrogen source. "Slow-release" nitrogen sources are usually stated on the label, possibly as **WIN** or water-insoluble nitrogen, sulfur-coated urea, natural organic nitrogen, etc.

**HINT:** For dark green turf, a good alternative to nitrogen is iron (periodic use) for "green-up."

## Fertilizer application equipment and methods

Nitrogen fertilizer will generally "green-up" a lawn. Therefore it is important to apply the fertilizer uni-

formly. Use a drop-type or rotary spreader, and be sure to overlap adequately. Check the applicator setting often to be sure you're applying the fertilizer at the proper rate. Applying fertilizer by hand is **not recommended**.

**HINT:** for uniform fertilizer application, apply half in one direction and the other half in a perpendicular direction!

These guidelines are basics for having a healthy, attractive lawn that protects water quality – both nearby and in the Chesapeake Bay. Your actions do make a difference. For ideas to make your home landscape more environmentally sound, contact the Virginia Department of Conservation and Recreation or Virginia Cooperative Extension.

**1-877-42-WATER**



**Chesapeake Bay Program**  
*A Watershed Partnership*



VIRGINIA POLYTECHNIC INSTITUTE  
AND STATE UNIVERSITY



Department of Conservation & Recreation  
CONSERVING VIRGINIA'S NATURAL & RECREATIONAL RESOURCES

# Tips on keeping your lawn green



## And the Chesapeake Bay Clean

The health of Virginia's waterways begins in your backyard.

# Tips on keeping your lawn green . . . and the Chesapeake Bay clean

There are 5 million lawns in the Chesapeake Bay watershed, each with the potential to send a potent dose of chemicals into local waters and the bay's fragile ecosystem. These lawns cover Virginia, five other states, and the District of Columbia.

Improper or excessive lawn fertilization is a significant source of nutrient runoff pollution, the most severe problem facing local waterways and the bay. Runoff that carries excess nitrogen increases the growth of algae and reduces water clarity, which stresses underwater plant and animal life.

Runoff from your property can enter one of more than 150 creeks, rivers and streams in Virginia that flow to the bay. The health of Virginia's waterways begins in your backyard.

You can have a great yard and, at the same time, help protect local water quality and improve the Chesapeake Bay. Follow these simple steps, recommended by the Virginia Department of Conservation and Recreation and Virginia Cooperative Extension.

## Growing a greener lawn

Mow high with a sharp blade: 2 to 3 inches for cool-season grasses and 1 – 1 ½ inches for warm-season grasses. Don't mow more than 1/3 of the blade at one time.

Don't mow or fertilize when grass is wet or under drought stress.

Leave clippings on your lawn – they reduce the need for nitrogen fertilizer as much as one-third. If clippings clump, spread them over the lawn with a rake or pick them up and make compost.

Established plants need little or no water! Save it for newly planted items, and then let it sink in slowly and over time.

**HINT:** For dark a green lawn, select darker grass varieties – they require less nitrogen and water.

## Fertilizer guidelines

Fertilize when grass is actively growing and can take up the nutrients.

Look for fertilizers with high levels of water insoluble nitrogen (**WIN**). It releases fertilizer slowly, and your lawn makes better use of it.

**Never** apply more than 1 pound of soluble nitrogen per 1,000 square feet at one time.

Remember, more is not better. Lawn fertilizer is measured in pounds per 1,000 square feet. To determine square feet, multiply the length by the width of the area to be fertilized.

## Does my lawn need fertilizer?

The best way to determine whether or not your lawn needs fertilizer is to **test** your soil. Information on soil tests is available through your local Virginia Cooperative Extension Agent. It's easy and inexpensive. The results you get back will include recommendations on amounts of plant nutrients and lime that would benefit your lawn. Soil tests do not determine nitrogen needs. Nitrogen should be applied based upon established requirements of grass species, seasons of growth and intended use. (See chart)

## What if I don't fertilize?

Your lawn will gradually thin and become more susceptible to weeds. Proper and timely fertilization can be good for both your lawn and the environment. There is less chance of nutrient and soil runoff to surface waters from a healthy stand of grass than thin grass. Healthy lawns have less disease, insect and weed problems, reducing the need for pesticides.

## When to fertilize

This depends on the type of grass and the lawn's appearance – color, density, uniformity – you want. Summer is best for warm-season grasses, like Bermudagrass and zoysiagrass. September – November is best for cool-season grasses like tall fes-

cue, Kentucky bluegrass and perennial ryegrass. If you don't know what type grass you have, ask your Extension Agent, or a landscape professional. **Never fertilize when grass is dormant (brown).**

Use the following tables to determine nitrogen needs for established lawns:

**Pounds of nitrogen per 1,000 square ft. if the fertilizer is less than 50 percent WIN**

Type of Grass Month	Tall Fescue Perennial Rye	Kentucky Bluegrass	Bermudagrass	Zoysiagrass
September	1	1	0	0
October	1	1	0	0
Early Nov.	1	1	0	0
April	0	0	1	0
May	0-.5	0-.5	1	1
June	0	0	1	0
July/August	0	0	1	1
Yearly LBS N/1000 sq. ft.	2-3.5	3-3.5	2-4	1-2

**Pounds of nitrogen per 1,000 sq. ft. if the fertilizer is more than 50 percent WIN**

Type of Grass Month	Tall Fescue Perennial Rye	Kentucky Bluegrass	Bermudagrass	Zoysiagrass
August 15	1.5	1.5	0	0
October 1	1.5	1.5	0	0
April	0	0	1.5-2	1.5-2
May 15	0-1	0-1	0	0
June	0	0	1.5-2	0
Yearly LBS N/1000 sq. ft	3-4	3-4	3-4	1.5-2

Green areas denote optional or secondary applications

# Clean Water



Everybody's  
Business



## 10 Things You Can Do to Prevent Stormwater Runoff Pollution

- Use fertilizers sparingly and sweep up driveways, sidewalks, and roads
- Never dump anything down storm drains
- Vegetate bare spots in your yard
- Compost your yard waste
- Avoid pesticides; learn about Integrated Pest Management (IPM)
- Direct downspouts away from paved surfaces
- Take your car to the car wash instead of washing it in the driveway
- Check car for leaks, and recycle motor oil
- Pick up after your pet
- Have your septic tank pumped and system inspected regularly

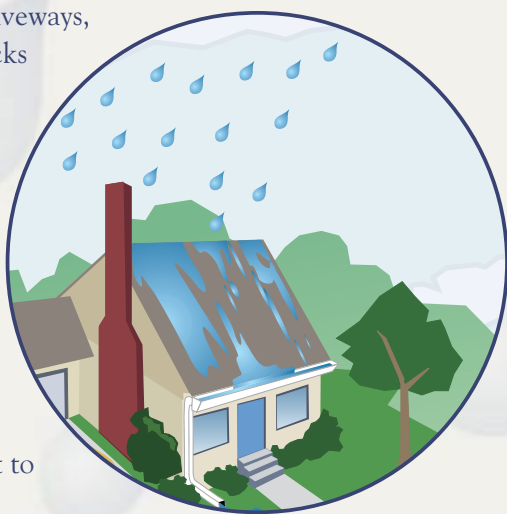


**EPA**

United States  
Environmental Protection  
Agency

For more information, visit  
[www.epa.gov/nps](http://www.epa.gov/nps) or  
[www.epa.gov/npdes/stormwater](http://www.epa.gov/npdes/stormwater)

As stormwater flows over driveways, lawns, and sidewalks, it picks up debris, chemicals, dirt, and other pollutants. Stormwater can flow into a storm sewer system or directly to a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the waterbodies we use for swimming, fishing, and providing drinking water. Polluted runoff is the nation's greatest threat to clean water.



By practicing healthy household habits, homeowners can keep common pollutants like pesticides, pet waste, grass clippings, and automotive fluids off the ground and out of stormwater. Adopt these healthy household habits and help protect lakes, streams, rivers, wetlands, and coastal waters. Remember to share the habits with your neighbors!

## Healthy Household Habits for Clean Water

### Vehicle and Garage

- Use a commercial car wash or wash your car on a lawn or other unpaved surface to **minimize** the amount of dirty, soapy water flowing into the storm drain and eventually into your local waterbody.
- Check your car, boat, motorcycle, and other machinery and equipment for leaks and spills. Make repairs as soon as possible. Clean up **spilled fluids** with an absorbent material like kitty litter or sand, and don't rinse the spills into a nearby storm drain. Remember to properly dispose of the absorbent material.



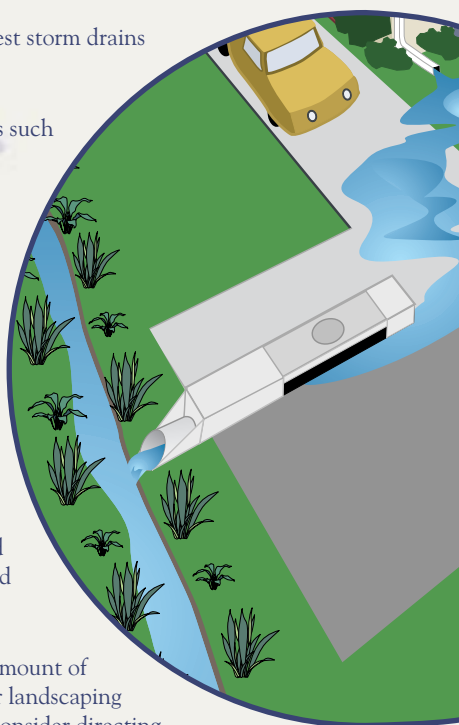
- **Recycle** used oil and other automotive fluids at participating service stations. Don't dump these chemicals down the storm drain or dispose of them in your trash.

### Lawn and Garden

- Use pesticides and fertilizers **sparingly**. When use is necessary, use these chemicals in the recommended amounts. Avoid application if the forecast calls for rain; otherwise, chemicals will be washed into your local stream.
- Select **native** plants and grasses that are drought- and pest-resistant. Native plants require less water, fertilizer, and pesticides.
- **Sweep up** yard debris, rather than hosing down areas. Compost or recycle yard waste when possible.
- Don't overwater your lawn. Water during the **cool** times of the day, and don't let water run off into the storm drain.
- Cover piles of dirt and mulch being used in landscaping projects to prevent these pollutants from blowing or washing off your yard and into local waterbodies. **Vegetate** bare spots in your yard to prevent soil erosion.

### Home Repair and Improvement

- Before beginning an outdoor project, locate the nearest storm drains and **protect** them from debris and other materials.
- **Sweep up** and properly dispose of construction debris such as concrete and mortar.
- Use hazardous substances like paints, solvents, and cleaners in the **smallest amounts possible**, and follow the directions on the label. Clean up spills **immediately**, and dispose of the waste safely. Store substances properly to avoid leaks and spills.
- Purchase and use **nontoxic, biodegradable, recycled, and recyclable** products whenever possible.
- **Clean** paint brushes in a sink, not outdoors. Filter and reuse paint thinner when using oil-based paints. Properly dispose of excess paints through a household hazardous waste collection program, or donate unused paint to local organizations.
- **Reduce** the amount of paved area and increase the amount of vegetated area in your yard. Use native plants in your landscaping to reduce the need for watering during dry periods. Consider directing downspouts away from paved surfaces onto lawns and other measures to increase infiltration and reduce polluted runoff.







# Make your home The SOLUTION TO STORMWATER POLLUTION!

A homeowner's guide to healthy  
habits for clean water



**Remember: Only rain down the drain!**

For more information, visit  
[www.epa.gov/npdes/stormwater](http://www.epa.gov/npdes/stormwater)  
or  
[www.epa.gov/nps](http://www.epa.gov/nps)

EPA United States Environmental Protection Agency  
EPA 833-B-03-003  
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## Storm drains connect to waterbodies!

- Flush responsibly. Flushing household chemicals like paint, pesticides, oil, and antifreeze can destroy the biological treatment taking place in the system. Other items, such as diapers, paper towels, and cat litter, can clog the septic system and potentially damage components.
- Care for the septic system drainfield by **not** driving or parking vehicles on it. Plant only grass over and near the drainfield to avoid damage from roots.
- Have your septic system **inspected** by a professional at least every 3 years, and have the septic tank **pumped** as necessary (usually every 3 to 5 years).
- Properly store pool and spa chemicals to **prevent** leaks and spills, preferably in a covered area to avoid exposure to stormwater.
- Whenever possible, drain your pool or spa into the **sanitary** sewer system.
- **Drain** your swimming pool only when a test kit does not detect chlorine levels.

## Swimming Pool and Spa

- When walking your pet, remember to **pick up** the waste and dispose of it properly. Flushing pet waste is the best disposal method. Leaving pet waste on the ground increases public health risks by allowing harmful bacteria and nutrients to wash into the storm drain and eventually into local waterbodies.

## Pet Care



## NatureFest's Success September 23, 2004

To the Editor:

Last Sunday, our town enjoyed the talents and enthusiasm of over 120 passionate volunteers at Runnymede Park off the Herndon Parkway during NatureFest 2004. Hurricane Ivan was a thing of the past as we gathered to celebrate the wonder and beauty of nature with over 1,000 participants during this four-hour event. More than 450 children earned their gourmet cookie reward for visiting at least 10 of the 13 nature themed stations. Smiles, laughter, and sun were all abundant. All who came had fun and learned a little more about our magnificent 58-acre nature park with 13 distinct wildlife habitats in the heart of Herndon.



The Friends of Runnymede Park, a non-profit organization, is proud that NatureFest has become one of the premier nature events in Northern Virginia. We are remarkably fortunate to have had so many fine organizations donating their materials, members, and creativity to enlighten all our participants about a natural aspect of our park. The Virginia Department of Game and Inland Fisheries, the U.S. Minerals Management Service, Fairfax County's "Stream Team" and Frying Pan Park's interpreters, Rene Garcia's Bees, the No. VA Archaeology Club, the VA Native Plant Society, Lois Martin Napier's raptors, Wildlife Rescue League, Web of Life, over 15 corporate sponsors, and many others all came together to open our minds to the value of protecting our natural places.

NatureFest is an event sponsored by the Friends of Runnymede Park and the Town of Herndon. The incredibly dedicated folks in the Departments of Parks and Recreation, Public Works, and Police did a great job again this year. The town provided terrific traffic control and van service to remote parking at the Atrium Building (thanks to Blake Real Estate, Inc.) keeping the experience an easy one to get to. Our town's naturalist, Susan Lilly, and forester, John Dudzinsky, helped to develop, build, and at all times lead the success of this event.

I believe that those who came to NatureFest 2004 have been given a glimpse of what we can all look forward to when we get the new Nature Center up and running in the years ahead. As president of the Friends of Runnymede Park, thank you to all the volunteers, organizations, and outstanding corporate citizens that helped to enlighten the NatureFest visitors to a fuller appreciation of our natural world. We look forward to seeing you at Runnymede Park on Sept. 18, 2005 for NatureFest 2005!

David T. Swan  
President, the Friends of Runnymede Park



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**Kids!**

Children's festivals include science, film, performing arts, and just plain fun. Come on in and see for yourself!

[Chic](#)

## Detailed Event Information

[Back](#)

### NatureFest

Herndon, Virginia, USA  
 September 18, 2005

#### **Description:**

Herndon's NatureFest is a great activity for all ages and a "must do" for families. This free event features games, nature crafts, face painting, music, and more. When visitors arrive they will receive a "Passport to Nature's Treasures," which includes a treasure map with descriptions of the various nature stations. Everyone who gets their passport stamped at 10 of the 14 stations will receive a big gourmet cookie reward after their tour through the park. The nature stations that will be set up throughout the southern part of this beautiful 58-acre nature park include: Honeybees – See the inside of a display beehive and learn how bees make honey by Garcia's Apiary. Bats – A "bat cave" for kids and expert information with Johnny Pilcicki. Snakes – Their place in our lives – good or bad? Stream Life/Water Quality – See how tiny critters are clues to water quality. Use microscopes to see the wonder of life in a drop of stream water with Darrell Schwalm. Animal Artifacts, Skull & Bones – Hands-on chance to learn about animal form and function. Rocks & Fossils – Learn what fossils tell us and the special role of volcanic rock in the park with Dr. Joseph Gambino. Stream Valleys – Lifeblood of the Land – Discover how the water in the park's local stream becomes drinking water and what lives here by Nature's Web L.L.C. Forest Habitat – Live animals, mounts, tracks and signs. Farm Life – Demonstration by Frying Pan Park of what life may have been like when the park was farmed. Raptors – The role of hawks, owls, and others with live birds and special presentations by Lois Martin-Napier. Meadow, Butterflies and Native Plants – Plant communities, grasses and wildflowers with the Virginia Native Plant Society and Mona Miller "The Butterfly Lady." How to grow your own habitats. Web of Life – A captivating role-playing activity that illustrates natural connections. Take photos, learn and laugh with animal mounts and outdoor information provided by the Virginia Department of Game and Inland Fisheries and receive helpful energy resource information from the U.S.

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Minerals Management Service. Volunteers with knowledge and expertise – as well as those without specific experience including youth – are welcome to help with this event. For more information regarding volunteer opportunities call Susan Lilly, the Town's Naturalist, at 703-435-6800 ext. 2113.

A blue rectangular button with the text "Buy N" in white, partially visible on the right edge of the page.**Location:**

Runnymede Park

**Directions:**

Runnymede Park is located on Herndon Parkway between Elden and Queens Row Streets in Herndon. From I-495 and I-66 (Washington DC, Arlington, Beltway, Tysons Corner) Take I-66 West from Washington DC, or take I-495 Exit to Dulles Toll Rd. (Route 267 West.). Take Exit 11 – Fairfax County Pkwy north. Exit at Baron Cameron Ave and turn left at the light onto Elden Street. Go one intersection and turn right onto Herndon Parkway. Runnymede Park is located on Herndon Parkway between Elden and Queens Row Streets on the right.

**Times:**

1:00 pm - 5:00 pm

**Admission & Parking:**

Free; Parking will be available along the Herndon Parkway. Satellite parking and shuttle service will also be available from the Atrium Building at 381 Elden Street.

**Website:** <http://www.herndon-va.gov>

**Telephone:** 435-6868

**Email:** [susan.lilly@herndon-va.gov](mailto:susan.lilly@herndon-va.gov)

A small blue square icon with a gradient, located on the right side of the page.

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# TOWN OF HERNDON



Michael L. O'Reilly, Mayor  
Darryl C. Smith, Vice Mayor  
Carol A. Bruce  
Dennis D. Husch  
Steven D. Mitchell  
Ann V. Null  
Harlon Reece

P.O. Box 427  
HERNDON, VIRGINIA 20172-0427  
(703) 435-6853

Robert B. Boxer  
Director

**Spring 2005**

## Information for Dog Walkers

It has come to the attention of the Public Works Department that some residents of the Town may not be aware that the Town of Herndon adopted the Fairfax County Animal Control Code, Section 41. Among the requirements of this code section is the following provision:

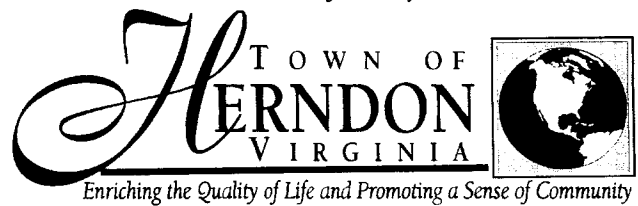
**“The owner or custodian of any dog shall be responsible for the removal of waste deposited by such dog on others’ property or public property.”**

Violation of this code section is a Class 4 misdemeanor that may result in a fine of \$200 - \$250.

If you have questions or require additional information please call the Department of Public Works, weekdays between 8 a.m. and 5:00 p.m. at 703-435-6853.

Your efforts will help the town to be pleasing, healthy and safe for all. Thank you for your cooperation.

Department of Public Works



# Memorandum

**To:** Chairman Sivertsen and Members of the Planning Commission

**From:** Henry G. Bibber, Director of Community Development *HGB*

**Date:** July 15, 2005

**Subject:** Status of Town's Compliance with Virginia Pollution Discharge Elimination System (VPDES) Permit

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One of the requirements set forth in the Virginia Pollution Discharge Elimination System (VPDES) Permit held by the Town involves reporting the status of the Town's Compliance to officials such as the Planning Commission. The VPDES Permit is a Federal requirement, enforced by the Virginia Department of Environmental Quality (DEQ).

The Department of Public Works is responsible for carrying out the requirements set forth in the VPDES Permit, and it has hired a consultant, AMEC, to carry out major elements of these requirements. The Town's Permit was received approximately two years ago.

Mr. Zoran Dragacevac, Senior Civil Engineer in the Department of Public Works, and Ms Joanne Reker of AMEC, will be present at the Planning Commission Work Session of July 18. Ms Reker will make a presentation of the status of the Town's compliance with this permit.

In order to give you an idea of what is involved in this matter, I am attaching a copy of the PowerPoint slides that will be used in the presentation.

Attachment: PowerPoint presentation on Status of Town's Compliance with VPDES Permit.



## Town of Herndon Stormwater Management Program Update

Planning Commission  
Work Session

July 18, 2005

### Presentation overview.

- VPDES Phase II Permit Overview
- Herndon Stormwater Management Program
- Next Steps
- Discussion and Questions

### Overview of the NPDES program.

- National Pollutant Discharge Elimination System (NPDES) - mandated through the federal Clean Water Act of 1972.
- Amended in 1987 to address nonpoint sources of pollution through municipal separate storm sewer systems (MS4s).
- Phase I: Applies to communities with populations 100,000 or more.
- Phase II: Applies to small (<100,000) MS4s within "urbanized areas" as defined by the Census Bureau.
- Virginia incorporated Phase II into State regulations September 27, 2000 (VPDES Regulations).
- DEQ issued a final General Permit on December 8, 2002.
- Herndon submitted a Notice of Intent (NOI) to comply with the General Permit in March 2003 and received VPDES permit on August 1, 2003.
- The NOI included a Stormwater Management Plan to meet six minimum control measures (MCMs).

### Overview of the NPDES program.

#### Six Minimum Control Measures

1. Public Education and Outreach
2. Public Involvement/ Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management
6. Pollution Prevention/Good Housekeeping

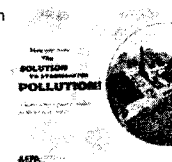


### Herndon's Stormwater Management Program

Status of Town's Compliance with the  
Minimum Control Measures

### MCM #1: Public Education and Outreach

- Broadcast stormwater educational material on HCTV.
- Added stormwater messages to the Annual Calendar
- Participated in NVRC's stormwater radio campaign
- Distributed educational materials at Town events and through press releases
- Developed dog waste brochure and distributed information in door hangar packets
- Worked with schools to provide stormwater education



## MCM #2: Public Involvement and Participation

- Public Information Session
- Annual Program Review by Planning Commission

## MCM #3: Illicit Discharge Detection and Elimination

- Continuation of surveying and mapping of stormwater infrastructure
- Illicit discharge ordinance developed and adopted on XXX
- Publicized household hazardous waste disposal options – added to website and annual calendar
- Continuation of storm drain marking program



## MCM #4: Construction Site Stormwater Runoff Control

- Maintained consistent erosion and sediment control program
- Added requirement for VPDES General Permit for Stormwater Discharges for Construction Activities

## MCM #5: Post-Construction Stormwater Management in New Development and Redevelopment

- Adopted revised Chesapeake Bay Ordinance – program rated consistent in December 2004
- Developed database to track BMP facilities in the Town – also tracks inspection reports and maintenance items
- Performed inspections of Town BMPs
- Conducted audit of BMP maintenance agreements

## MCM #6: Pollution Prevention/Good Housekeeping for Municipal Operations

- Prepared stormwater pollution prevention plan for Town Maintenance Facility
- Added yearly stormwater quality awareness training
- Maintained certifications for herbicide and pesticide applicators

## Next steps...

- Implement pilot illicit discharge detection program
- Continue all existing activities and track to include in reporting to DCR
- Revise stormwater facility maintenance agreement as result of audit

## Household Hazardous Waste (HHW)

The Fairfax County Household Hazardous Waste Program is operated at the I-66 Transfer Station and the I-95 Landfill. The I-66 Transfer Station is the closest facility to the Town of Herndon. The Transfer Station is located at 4618 West Ox Road. Coming from Herndon on West Ox Road, the facility is on the right just past the County's Fire Training Academy and before the Costco store.

The I-95 Landfill is located off of Route 1 in southern Fairfax County at 9850 Furnace Road.

Operating hours for HHW vary at each site as follows.

### I-66 TRANSFER STATION

Thursday: 1:00 PM - 5:00 PM

Friday: 8:00 AM - Noon

Saturday: 9:00 AM - 4:00 PM

### I-95 LANDFILL

Thursday: 8:00 AM - Noon

Friday: 1:00 PM - 5:00 PM

Saturday: 9:00 AM - 4:00 PM

### PLEASE DO NOT LEAVE WASTE AT HHW SITES EXCEPT DURING HOURS OF OPERATION

The following items are accepted at both locations:

- acids
- aerosol sprays
- asbestos products Call 703-324-5230 for a list of acceptable asbestos products
- automotive fluids
- batteries (see below)
- coal tar products
- creosote products
- driveway sealers
- floor care products
- fungicides
- glue (solvent base)
- herbicides
- inks & dyes
- insecticides
- mercury products
- moth balls
- paint (oil base)
- paint thinner
- pesticides
- poisons
- polishes
- pool chemicals
- rust removers
- varnish & stains
- weed killers
- wood preservatives

Please transport household hazardous waste to the collection centers in cardboard boxes. All materials must be properly labeled. **Do not** put waste in plastic trash bags.

Auto batteries, motor oil & antifreeze accepted separately 7 days a week at the Citizen's Disposal Facility.

**Button, rechargeable (NiCAD)**, mercury and lithium batteries are the **ONLY** household batteries accepted by this program. All other batteries may be safely thrown away with your regular waste.



**Items that can be poured down the drain inside your home, NOT a storm drain:**

ammonia based cleaners (Windex<sup>®</sup>, Glass Plus<sup>®</sup>, etc.)  
drain cleaners (Drano<sup>®</sup>, Liquid Plumber<sup>®</sup>, etc.)  
most bathroom cleaners (Pine Sol<sup>®</sup>, etc.)  
medicines\*  
diluted mixes photographic chemicals (developers, fixers, etc.)

**\*NOTE!** Medical Facilities including nursing homes, adult daycare centers, etc., should establish internal policies to collect and have contract disposal of unused medications. However small quantities from INDIVIDUALS are allowable in the sanitary sewer system.

**Items that may be disposed along with the regular trash:**

fertilizers (lawn and garden, tree spikes, etc.)  
latex paints (DRIED)  
empty containers of any kind  
alkaline & carbon zinc household batteries  
smoke alarms  
legal fireworks/flares (thoroughly soak in water first)

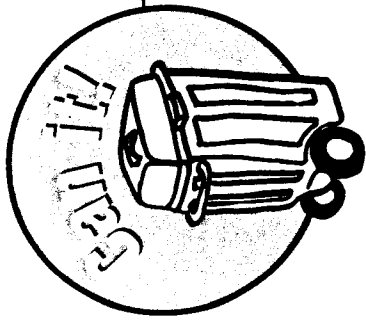
**Waste NOT accepted:**

ammunition - contact Police Dept. **703-246-2253**  
illegal fireworks - contact Fire Prevention Division **703-246-4741**  
explosives  
radioactive materials  
compressed gas cylinders  
medical/infectious waste

For disposal information on items not listed above, please call the Fairfax County, Division of Solid Waste Disposal & Resource Recovery at **703-324-5230**, TTY **1-800-828-1120**.

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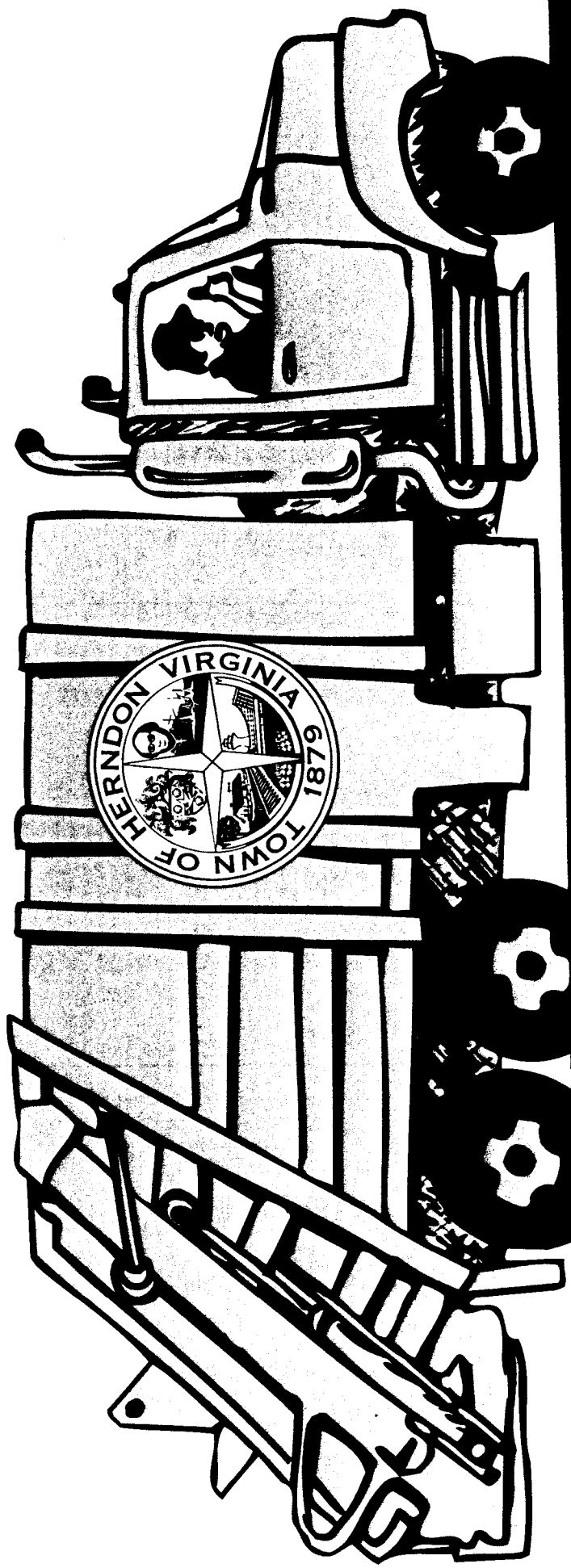
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Revised: August 24, 2004.



Keep Neighborhoods  
**CLEAN**

*and Refuse Crews Safe*

# ***A Citizen's Guide to Trash Collection & Recycling in Herndon***



## TRASH CANS MUST BE USED

Herndon residents are required to "Can it" because trash placed curbside in boxes or plastic bags (especially small, plastic bags from the grocery store) presents unsafe conditions for refuse crews as well as littering of neighborhoods.

Following are required policies for setting out trash for weekly pickup:

- Place all trash and plastic bags inside sturdy trashcans with a maximum capacity of 50 gallons and a maximum loaded capacity of 50 pounds.
- Label your trashcans and lids with your street address.
- Place trashcans in front of your home within ten feet or less of the curb line or edge of pavement where there is no curb. In consultation with any affected homeowner's association, resident or residents in a specific case, the Dept. of Public Works may grant an exception to this policy. If you would like to request alternate placement of your trashcans, call the Dept. of Public Works at 703-435-6853.
- Do not set out bulky items for weekly trash pickup (e.g. furniture, appliances, etc.) See the Pre-Arranged Collection section in this brochure for information about a voluntary, pre-arranged collection of bulky items.

If you do not follow these policies, you will be charged a \$25 special handling fee seven days after written notification of the problem by the Dept. of Public Works. A \$50 special handling fee will be charged for each subsequent violation.

## TRASH & YARD WASTE COLLECTION SCHEDULE

Trash and yard waste are collected together on the same day each week. Trash and yard waste must be placed curbside for pickup by 7:00 AM on your trash day. Please do not set trash and yard waste out more than 24 hours prior to your scheduled collection day and remove cans within 24 hours after trash has been picked up. To find out what day your trash is picked up, call the Department of Public Works.

Trash is not collected on holidays observed by the Town government and will be picked up the next business day. If your collection day falls on a holiday, please do not set trash and yard waste out more than 24 hours prior to the day it will be collected. Generally, holidays include:

*New Year's Day (January)  
Martin Luther King Jr. Birthday (January)  
President's Day (February)  
Memorial Day (May)  
4<sup>th</sup> of July  
Labor Day (September)  
Columbus Day (October)  
Thanksgiving (Two days/November)  
Christmas (December)*

The annual "At Home in Herndon" calendar provided to all households lists holiday collection schedules. You may also call the Department of Public Works to obtain a refrigerator magnet that lists holiday collection schedules.

## USO DE CONTENEDORES DE BASURA OBLIGATORIO

Toda la basura tiene que estar en bolsas plásticas dentro de un contenedor con tapadera. Usar únicamente bolsas plásticas es peligroso para los miembros del tren de aseó. A continuación se detallan las para recolectar la basura semanalmente:

- Coloque la basura en bolsas plásticas dentro de los contenedores de basura con un capacidad máxima de 50 galones y un peso no mayor a 50 libras.
- Identifique su contenedor y tapa con el número de su casa.
- Coloque el contenedor en frente de su casa mas o menos a 10 pies del filo de la acera o al filo del pavimento en zonas donde no hay aceras. El Departamento de Obras Publicas puede conceder una excepción a esta regla. con un convenio acordado previamente a una asociación barrial o residentes de un area especifica. Si usted quiere solicitar el colocar en otro sitio el contenedor llame al Departamento de Obras Publicas al 703-435-6853.
- No coloque bultos grandes durante la recolección semanal (por ejemplo: muebles, artículos domésticos, etc) Refiérase a la sección de "recolección pre-solicitada" de este folleto para información sobre este tópico.

Si usted no cumple con esta disposición, se le hará un cobro por manejo de \$25 siete días después de recibir notificación escrita por parte del Departamento de Obras Públicas.

Se le hará un cobro adicional por manejo de \$50 por cada violación subsiguiente.

## FECHAS PARA LA RECOLECCION DE BASURA Y DESPERDICIOS DE JARDIN

La basura y los desperdicios del jardín se recogen el mismo día todas las semanas. Asegúrese de sacar la basura antes de los 7:00 AM el día que le corresponde. No saque la basura a la calle 24 horas antes y recoja sus contenedores ese mismo día. Si desea averiguar que día recogen la basura en su vecindario, llame al Departamento de Obras Publicas al Tel. 435-6853.

La basura no se recoge los días feriados, sino hasta el día hábil siguiente. No saque la basura a la calle hasta el día que pasaran a recogerla. Generalmente, los días feriados son:

*Año Nuevo (Enero)  
Aniversario de Martin Luther King, Jr. (Enero)  
Día de los Presidentes (Febrero)  
Día de Conmemoración de los Caídos en Guerra (Mayo)  
4 de Julio  
Día del Trabajo (Septiembre)  
Día de la Raza (Octubre)  
Días de Acción de Gracias (2 días en Noviembre)  
Navidad (Diciembre)*

El calendario anual, "En el Hogar en Herndon" distribuido a todos los hogares, detalla las fechas en que se recogerá basura en sustitución de los días feriados. También puede llamar al Departamento de Obras Publicas para solicitar un imán que detalla esta información.

## PREPARING YARD WASTE FOR TRASH DAY

Brush, branches and tree trunks must be cut to lengths of four (4) feet or less and then tied in bundles that do not weigh more than 50 pounds. Grass clippings, shrub clippings, weeds, and leaves must be placed in 30-gallon kraft, recyclable bags. These bags are available in area grocery and home improvement stores.

To save time and money, we encourage residents to leave grass clippings on the lawn. This helps your lawn and reduces the need for fertilizers. Backyard composting is also a great way to help the environment.

## WHAT'S NOT PICKED UP ON TRASH DAY

Bulky items that are too large and heavy to be loaded safely in refuse vehicles cannot be placed curbside for weekly pickup but can be disposed of during spring and fall cleanups, by arranging a pickup or by renting a disposal container from the Town. Bulky items include furniture, appliances, building materials, auto parts, and plumbing fixtures.

The following solid waste materials are unacceptable for curbside weekly pickup and must be disposed of by residents at the I-66 Transfer Station located at 4618 Old Ox Road in Fairfax:

### ***Dangerous and Hazardous Materials:***

- Ashes, acids, chemicals, poisons, paint, paint thinner, gasoline, kerosene, explosives, and other combustible materials.

### ***Infectious Materials:***

- Surgical dressings, human tissue and dead animals.
- Used needles may be placed in regular trash only when sealed and taped in a glass jar or coffee can.
- Motor oil, antifreeze, auto batteries and propane tanks can be disposed of at the I-66 Transfer Station.

For information on disposal of dangerous, infectious and hazardous materials, call 703-631-1179.

## SPRING & FALL CLEANUP OF BULKY ITEMS

Bulky items not collected during weekly trash pickup are collected free of charge in April and October. Bulky items are picked up townwide at these times during a two-week period. Your pickup during the spring and fall cleanups is based on your location either north or south of the W60D hike and bike trail. Items are collected **ONLY** on your trash collection day. The annual "At Home in Herndon" town calendar lists the dates when bulky items are collected during the spring and fall.

## COMO ACOMODAR LOS DESPERDICIOS DEL JARDIN

Ramas, arbustos y maderas de árboles deberán ser cortados para que no sean mas de 4 pies de largo, y después amárrelos en bultos que no pesen mas de 50 libras. Grama y hojas deben ser colocadas en bolsas reciclables Kraft de 30 galones. Estas bolsas se encuentran en tiendas y ferreterías.

Para ahorrar tiempo y dinero, se recomienda a los residentes que cuando corten la grama, no la recojan. Esto ayuda el césped y reduce la necesidad de fertilizante.

## LO QUE NO SE RECOGE DURANTE LA RECOLECCION SEMANAL

Bultos grandes que son muy pesados y no pueden ser colocados en el camión de la basura no se recogen durante la recolección semanal; pero puede sacarlos durante las limpiezas de Primavera y Otoño, pagando por la recogida especial o alquilando un contenedor de basura. Estos artículos pesados incluyen colchones, muebles, refrigeradoras y materiales de construcción, repuestos de automóviles o artículos de baño como lavamanos e inodoros.

No deben ser incluidos en su basura. Estos artículos se recogen únicamente dos veces al año. Si usted tiene artículos especiales que necesita botar llame al 703-435-6853.

Los siguientes desperdicios son inaceptables en su basura, y deben ser botados directamente por los residentes en la estación de Traslado de la I-66 localizada en 4618 Old Ox Road en Fairfax.

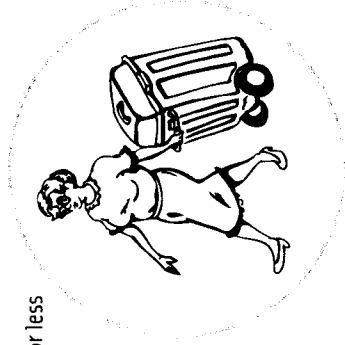
### ***Materiales Peligrosos:***

- Cenizas, ácidos, químicos, venenos, pintura, aguarrás, gasolina, kerosene, explosivos, y otros materiales combustibles.

### ***Materiales Infecciosos:***

- Materiales quirúrgicos, tejidos humanos, y animales muertos.
- Coloque las jeringas o agujas usadas en su basura únicamente cuando estas estén en un bote sellado.
- Aceite y baterías para automóviles y tanques de gas propano pueden ser llevados a la estación de Traslado I-66.

Para mas información del desecho de materiales infecciosos o peligrosos, llame al 703 631-1179



Acceptable bulky items include a limited amount of building materials (approximately one cubic yard, lengths not exceeding four (4) feet), plumbing fixtures and auto parts weighing under 50 pounds (including tires), furniture, and appliances. Please remove doors from refrigerators and other appliances before setting them out for pickup. Call the Department of Public Works for more information about acceptable types of debris or acceptable amounts of building materials.

Unacceptable materials – auto parts in excess of 50 pounds and large quantities of building materials – can be taken to the I-66 Transfer Station.

### **PRE-ARRANGED COLLECTION**

You may contact the Department of Public Works to come to your residence to collect bulky items that cannot be picked up during weekly trash collection. **BUILDING MATERIALS WILL NOT BE COLLECTED** and all items must be placed curbside for a pre-arranged collection. There is a \$25.00 fee for this service.

### **CONTAINER RENTAL**

A 10-cubic yard container is also available for the disposal of bulky materials, including a limited amount of building materials. The \$50.00 rental fee allows you to keep the container for three days and includes delivery and pickup of the container and disposal of the materials by the Department of Public Works.

### **NOVEMBER LEAF COLLECTION**

Townwide leaf collection takes place during the entire month of November. Leaves are collected on your street based on your location either north or south of the W60D hike and bike trail. Leaves can be raked loose to the curb but must not block drainage ditches or be raked into any part of the roadway. Please remove rocks or branches from leaf piles before raking them to the curb to protect refuse crews from flying debris.

### **CHRISTMAS TREE COLLECTION & RECYCLING**

Christmas trees are picked up curbside during a two-week period in January on your weekly trash day. Please remove all ornaments and tinsel. Christmas trees can also be dropped off at the Public Works Complex located adjacent to the Herndon Police station on Sterling Road. The trees are composted into mulch that is available to Herndon residents free of charge at Runnymede Park during January.

### **PREPARING RECYCLABLES FOR CURBSIDE PICKUP**

**PLASTIC BAGS ARE NOT PERMITTED.** Glass bottles, metal food and beverage containers, and #1 and #2 plastic bottles go loosely into the blue recycling bin provided by the Town to each household. Trash must not be mixed in with recyclables. Newspaper must be separated from the other recyclables and placed into a brown paper bag or tied in a bundle. Telephone books and cardboard boxes are not picked up during curbside recycling but can be taken to the Town's drop-off recycling center on Sterling Road.

## **LIMPIEZA DE BASURA EN BULTO DURANTE PRIMAVERA Y OTOÑO**

Los bultos que no se recogen regularmente, se recogen sin recargo alguno durante Abril y Octubre. La fecha en que se recogen depende de la localidad en que se encuentra su casa, ya sea al sur o al norte del sendero W60D. Estos bultos se recogen el mismo día en que se recoge su basura. Su calendario anual "En el Hogar en Herndon" detalla las fechas en que se recogen los bultos durante otoño y primavera.

Bultos aceptables incluyen cantidades limitadas de materiales de construcción (aproximadamente una yarda cúbica que no exceda cuatro pies), materiales de baño como lavamanos e inodoros, repuestos para automóviles que pesen menos de 50 libras (incluye llantas o neumáticos), muebles y refrigeradoras, lavadoras, secadoras y cocinas (por favor coloque estos artículos domésticos sin sus respectivas puertas). Para más información sobre los artículos que son aceptables llame al Departamento de Obras Públicas.

Materiales Inaceptables: Repuestos para automóviles que excedan las 50 libras de peso, y grandes cantidades de materiales de construcción, pueden ser llevados a la estación de Tránsito I-66.

## **RECOLECCION PRE-SOLICITADA**

Llame al Departamento de Obras Públicas para que vengan a su casa a recoger los bultos que no se pueden recoger en los días de basura normal. NO SE RECOGERAN MATERIALES DE CONSTRUCCIÓN y todos los artículos deben ser colocados en la acera. Este servicio tiene un costo de \$ 25.00.

## **ALQUILER DE CONTENEDORES**

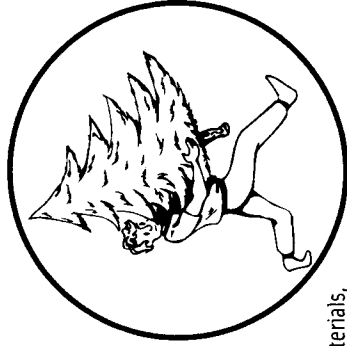
Un contenedor de 10 yardas cúbicas también esta disponible para el desecho de su basura en bultos incluyendo una cantidad limitada de materiales de construcción. Un costo de \$ 50.00 le permite quedarse con el contenedor por tres días y Obras Públicas se lo lleva a su casa, lo recoge y se deshace de la basura.

## **RECOLECTA DE HOJAS EN NOVIEMBRE**

La recolección de hojas se lleva a cabo en toda la ciudad de Herndon durante el mes de Noviembre. Las hojas se recogen en su calle dependiendo de la localidad en que se encuentra su casa, ya sea al sur o al norte del sendero W60D. Barra las hojas sueltas en la cuneta pero asegúrese que no bloqueen los drenajes de agua o la calle.

## **RECOLECCION DE ARBOLES DE NAVIDAD**

Los árboles de Navidad pueden ser sacados con su basura durante dos semanas durante el mes de Enero. Quitele los adornos. También puede llevar su árbol de navidad al complejo de Obras Públicas en Sterling Road a la par de la estación de policía.



## CURBSIDE RECYCLING SCHEDULE

Recyclables are collected townwide each Wednesday. Label your blue bins with your street address. Bins must be placed at the curb for pickup by 7:00 AM each Wednesday. Please do not set bins out more than 24 hours prior to the recycling pickup and remove them within 24 hours after recyclables have been collected.

## DROP-OFF RECYCLING CENTER

The Town operates a drop-off recycling center located at 1479 Sterling Road behind the Herndon police station. The self-service center has separate containers where you can deposit glass, plastic and aluminum/metal containers, telephone books, and cardboard and newspaper products. The center is open from 6:00 AM to 9:00 PM, seven days a week.

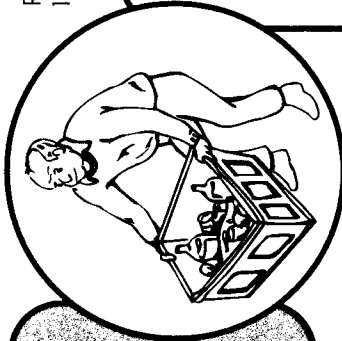
The Town accepts "Mixed Paper" at its drop off recycling facility. Any of the following materials can be recycled in the mixed paper category: magazines, glossy papers, office paper, catalogs, envelopes, junk mail, and cereal boxes. No brown corrugated boxes (corrugated cardboard has a wavy inner layer) are accepted in the mixed paper category. The drop-off recycling center has a separate receptacle, exclusively for brown corrugated cardboard.

Recycling mixed paper helps save the Town money by reducing the overall amount of trash the Town picks up, thereby reducing disposal charges to the Town.

### DROP-OFF RECYCLING CENTER

1479 Sterling Road  
(behind the police station)  
Open 6:00 AM - 9:00 PM, 7 days

See the "At Home in Herndon" annual calendar for important holiday schedules and seasonal cleanups.



## PREPARANDO SUS RECICLABLES

No se permiten bolsas de basura. Botellas de vidrio, latas, envases y botellas de plástico #1 y #2 van sueltas en el contenedor azul para reciclables proporcionado por la ciudad a todos los hogares de Herndon. No mezcle la basura con los reciclables. Los periódicos deben ir en bolsas de papel o amarrados en bulto. No los coloque adentro de los contenedores azules. Directorios telefónicos y cajas de cartón no se recogen en este día. Puede disponer de esos artículos en el centro de reciclaje en Sterling Road.

## HORARIO DE RECOGIDA DE RECICLAJE

Los reciclables se recogen en toda la ciudad los días Miércoles. Coloque los contenedores azules en la acera antes de las 7:00 AM del Miércoles. Por favor no los saque con mas de 24 horas de anticipación. Recuerde de identificar su contenedor con el número de su casa.

## CENTRO DE RECICLAJE

La ciudad opera un centro reciclable localizado en el 1479 Sterling Road atrás de la estación de Policía. El centro de autoservicio contiene "dumpsters" separados en los cuales puede depositar sus artículos de vidrio, plástico, aluminio, metal, libros telefónicos, cajas de cartón y periódicos. El centro esta abierto desde las 6:00 AM hasta las 9:00 PM, siete días a la semana.

La Alcaldía acepta diferentes tipos de papel en su Centro de Reciclaje. Entre los diferentes tipos de papel que aceptan se encuentran: revistas, papel de oficina, catálogos, correo vario y cajas de cereal. No se aceptan cajas de cartón corrugado en esta categoría. El Centro de Reciclaje tiene un contenedor separado exclusivamente para el cartón corrugado.

Reciclar diferentes tipos de papel ayuda a la Alcaldía a reducir costos, ya que al reducir la cantidad de basura, se paga menos por su proceso.

### CENTRO DE RECICLAJE

1479 Sterling Road  
(atrás de la estación de policía)  
Abierto 6:00 AM - 9:00 PM, 7 días a la semana

Vea su calendario "En el Hogar en Herndon" para fechas importantes y horarios de las recolecciones especiales de basura.

# Wid to Gull

General Info. & Pickup Schedules  
Pre-Arranged Collection  
Container Rental

Disposal of Dangerous and  
Hazardous Materials

Herndon Dept. of Public Works  
**703-435-6853**

I-66 Transfer Station  
**703-631-1179**

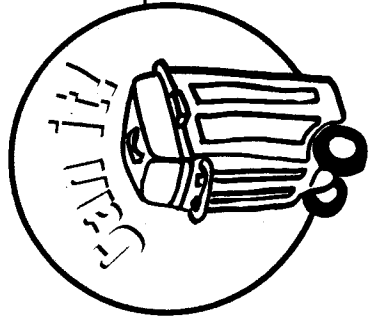
# A Quien Llamar

Información General y Horarios  
Recolecciones Especiales

Alquiler de Contenedores  
Departamento de Obras Públicas de  
Herndon **703-435-6853**

Desecho de Materiales Peligrosos e  
Infecciosos

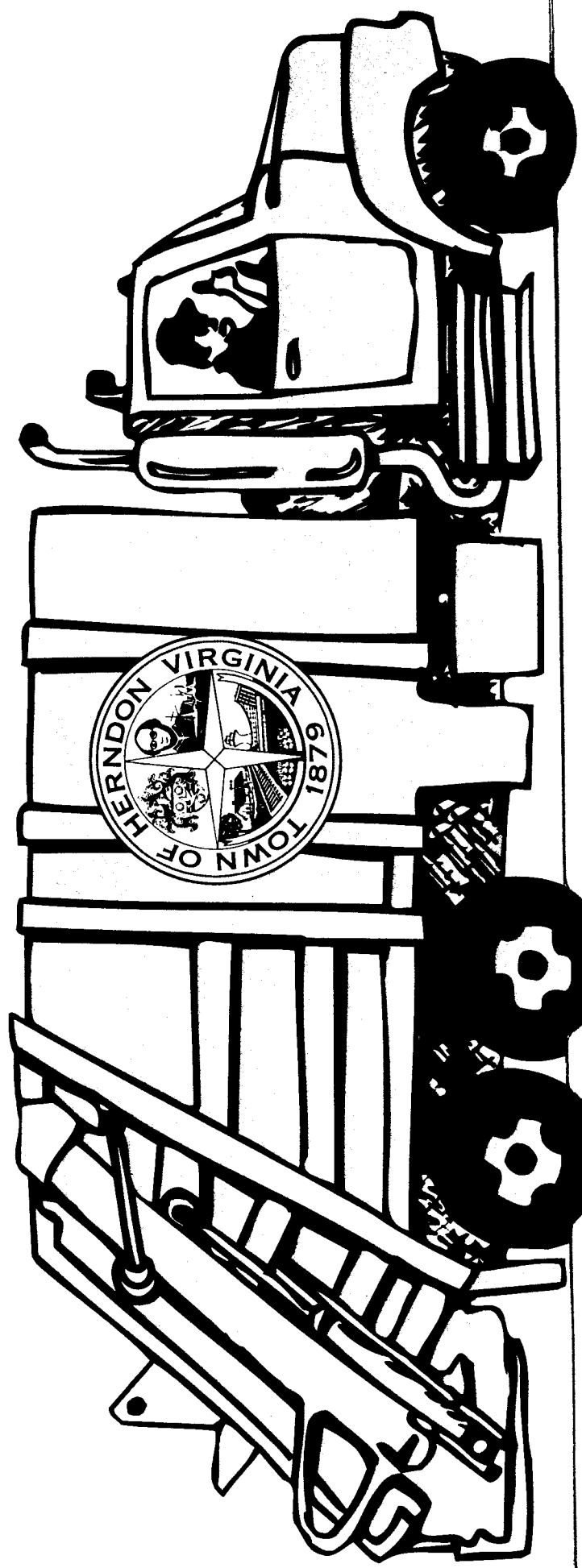
Estación de Tráshordo I-66  
**703-631-1179**

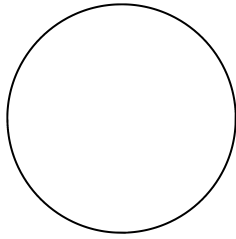


Keep Neighborhoods  
**CLEAN**

*and Refuse Crews Safe*

# ***Guía de Recolección y Reciclaje de Basura***





## **Coming Soon!**

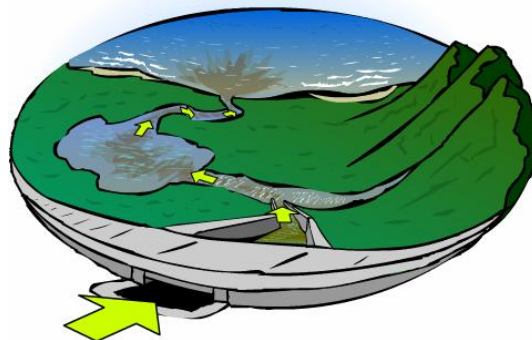
### **To a Storm Drain Near You!**



New storm drain markers feature this fish to remind us that anything we put in a storm drain goes directly into our stream. Sugarland Run and all of our streams drain to the Potomac River. The Potomac River is an important drinking water supply and drains to the Chesapeake Bay.

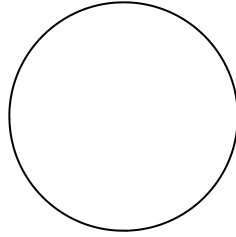
Keep our streams clean and safe for our children, pets, and for all the fish and wildlife!

### **Storm Drains**



## **Only Rain in the Drain!**





**Motor Oil, Antifreeze, Paint, and Other**

**Hazardous Waste** damage or kill plants, fish, birds and other wildlife and their habitat. Pets like the taste of antifreeze and will die if they drink it. Dispose of Hazardous Waste at the I-66 Transfer Station located at 4618 West Ox Road. For more information call 703-324-5230.

**Call 911 or the fire department** at 703-437-1234 if you see oil spills or other liquid spills in a waterway. If possible take a picture of the problem.



**Dog Waste** adds harmful bacteria and nutrients to streams. Always pick up after your dog. Put dog waste in the trash or flush it down the toilet.

**Yard Waste** adds pollution to streams and clogs storm drains, which causes flooding. Compost your yard waste or bag it for municipal collection.

**Plastics and Litter** can entangle animals and kill them. Litter detracts from the natural beauty of our streams. Recycle or put litter in the trash. Trash and yard waste are collected on the same day. Recyclables are collected every Wednesday or can be dropped off in the receptacles at 1479 Sterling Road behind the Herndon Police Station.



For more information on properly recycling and disposing of yard waste, trash, and hazardous materials including oil, antifreeze, and paint, please contact:

Town of Herndon  
Department of Public Works:  
703-435-6853 or [www.town.herndon.va.us](http://www.town.herndon.va.us)

## **Appendix D**

### **Maintain DCR Erosion and Sediment Control Program Consistency**

#### **List of Inspectors and Certificate Expiration Dates**

Doug Day: Combined Admin #338; expiration 5/31/06

Zoran Dragacevac: Program Admin #1803; expiration 5/31/06

Kwame Amoah: Inspector #2232; expiration 5/31/08

Plan Reviewer #412; expiration 5/31/07

January 21, 2005

Mr. Gary Switzer  
Virginia Department of Conservation and Recreation  
98 Alexandria Pike, Suite 33  
Warrenton, Virginia 20186

RE: Herndon Nonpoint Source Pollution Survey – Calendar Year 2004

Dear Mr. Switzer:

In response to your request to provide disturbed acreage totals for 2004, I submit the following:

<u>PROJECT</u>	<u>DEVELOPMENT</u>	<u>WATERSHED</u>	<u>ACREAGE</u>
Al Fatih Academy	Commercial	Sugarland Run	0.6
Extended Stay of America	Commercial	Sugarland Run	3.6
Fortnightly Square	Residential	Sugarland Run	7.7
Grant Street Retail Center	Commercial	Sugarland Run	1.0
Grove Street Phase II	Public Improvement	Sugarland Run	6.2
Gunning Property	Residential	Sugarland Run	0.2
Herndon Golf Course	Commercial	Sugarland Run	0.9
Herndon Harbor House	Residential	Sugarland Run	1.4
Herndon-Reston Self Storage	Commercial	Sugarland Run	1.7
Herndon Station Addition	Residential	Sugarland Run	2.1
H&S Plumbing	Commercial	Sugarland Run	0.7
Longhill Proper	Residential	Sugarland Run	1.3
Monroe Place	Residential	Sugarland Run	2.5
Montessori School	Commercial	Sugarland Run	0.9
New Dominion Tech Park II	Commercial	Sugarland Run	13.8
Oxford Square	Commercial	Sugarland Run	0.6
Resource Bank	Commercial	Sugarland Run	0.5
Royal Elm Estates	Residential	Sugarland Run	3.8
Runnymede Manor II	Residential	Sugarland Run	3.9
Sadie Square	Residential	Sugarland Run	1.5
Safeway	Commercial	Sugarland Run	7.0
Single Lot Developments	Residential	Sugarland Run	0.5
St Timothy's Episcopal Church	Commercial	Sugarland Run	2.5
Sugarland Run Trail	Public Improvement	Sugarland Run	3.5
Sunset Business Park	Commercial	Sugarland Run	2.2
Town of Herndon Temp. Lot	Public Improvement	Sugarland Run	0.4
United Methodist Church	Commercial	Sugarland Run	2.7
VEPCO Maintenance Building	Commercial	Sugarland Run	0.4
VEPCO Substation	Commercial	Sugarland Run	1.5
Village at Herndon Mills	Residential	Sugarland Run	7.8

<u>Total</u>	
Sugarland Run	83.4
Horsepen Run	0

Sincerely,

c: Director of Public Works  
Engineer  
Engineering Technician K. Amoah

Zoran Dragacevac, PE  
Senior Civil Engineer



***Town of Herndon Stormwater Management Program  
Existing BMP Inventory and Maintenance Plan***

**2004 Annual Inspection Summary**

<b>Site Plan</b>	<b>BMP ID</b>	<b>Inspection Date</b>	<b>Next Inspection</b>	<b>Inspector Name</b>	<b>Inspection Type</b>	<b>Repairs/Maint Needed</b>	<b>Inspection Satisfactory</b>	<b>BMP Type</b>	<b>Watershed</b>
<b>681 Monroe</b>									
	0162 02 0194	11/17/2004	11/17/2005	Matt Breen	Routine	No	Yes	IN	Sugarland Run
<b>761 Monroe</b>									
	0162 02 0275	11/17/2004		Matt Breen	Routine	No	Yes	IN	Spring Branch
<b>Amphora Diner</b>									
	0161 02 0021	11/15/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Folly Lick Branch
<b>ATE Ryder Bus Facility</b>									
	0162 02 0183A1	11/15/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Sugarland Run
<b>Bank of the Potomac Shopping</b>									
	0171 03 0018	11/15/2004	11/15/2005	Matt Breen	Routine	No	Yes	MB	Sugarland Run

Site Plan	BMP ID	Inspection Date	Next Inspection	Inspector Name	Inspection Type	Repairs/Maint Needed	Inspection Satisfactory	BMP Type	Watershed
<b>Brumback's Exxon</b>									
	0162 02 0202A	11/15/2004	01/15/2005	Matt Breen	Routine	Yes	No	IN	Sugarland Run
<b>Chevy Chase Bank</b>									
	0161 02 0016D B	11/15/2004	11/15/2005	Matt Breen	Routine	No	Yes	FI	Horsepen Run
	0161 02 0016D A	11/15/2004	11/15/2005	Matt Breen	Routine	No	Yes	UD	Horsepen Run
<b>Dominion Ridge Pond 1</b>									
	0104 32 B	11/08/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Folly Lick Branch
<b>Dominion Ridge Pond 2</b>									
	0102 17 A	11/08/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Folly Lick Branch
<b>Downs IV</b>									
	0162 27 A	11/08/2004	11/08/2005	Matt Breen	Routine	No	Yes	ES	Sugarland Run
<b>Fairfield Suites</b>									
	0171 02 0015	11/15/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Sugarland Run
<b>Four Seasons</b>									

Site Plan	BMP ID	Inspection Date	Next Inspection	Inspector Name	Inspection Type	Repairs/Maint Needed	Inspection Satisfactory	BMP Type	Watershed
	0103 09 S	11/08/2004	11/08/2005	Matt Breen	Routine	No	Yes	SP	Horsepen Run
<b>Golf Course Maintenance Facil</b>									
	0104 02 0009	11/08/2004	11/08/2005	Matt Breen	Routine	No	Yes	MB	Folly Lick Branch
<b>Grant Street Square</b>									
	0162 11 0003	11/17/2004	11/17/2005	Matt Breen	Routine	No	Yes	UD	Sugarland Run
<b>Grove Street Extension with N</b>									
	0171 02 0029	12/15/2004		Matt Breen	Routine	Yes	No	SP	Sugarland Run
<b>Hammond Property</b>									
	0104 37 A	11/08/2004	11/08/2005	Matt Breen	Routine	No	Yes	IN	Folly Lick Branch
<b>Hawthorn Suites</b>									
	0173 07 0005	11/15/2004	11/15/2005	Matt Breen	Routine	No	Yes	MB	Sugarland Run
<b>Herndon - Reston Self Storage</b>									
	0162 02 0174D	11/17/2004	11/17/2005	Matt Breen	Routine	No	Yes	UD	Sugarland Run
<b>Herndon Centre</b>									

Site Plan	BMP ID	Inspection Date	Next Inspection	Inspector Name	Inspection Type	Repairs/Maint Needed	Inspection Satisfactory	BMP Type	Watershed
	0171 03 0001A	11/15/2004	11/15/2005	Matt Breen	Routine	No	Yes	UD	Sugarland Run
<b>Herndon Square</b>									
	0162 02 0156G	11/15/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Sugarland Run
<b>Lionsgate</b>									
	0162 02 0315 A	11/17/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Spring Branch
	0162 02 0315 B	11/17/2004	12/17/2004	Matt Breen	Routine		No	MB	Spring Branch
<b>Monroe Place</b>									
	0104 02 0004	11/08/2004	05/15/2005	Matt Breen	Routine	Yes	No	IN	Folly Lick Branch
<b>New Dominion Tech Center -</b>									
	0171 02 0026	12/15/2004		Matt Breen	Routine	Yes	No	SP	Sugarland Run
<b>New Dominion Technology Ce</b>									
	0162 02 0184C A	12/15/2004	12/15/2005	Matt Breen	Routine	No	Yes	SP	Sugarland Run
	0162 02 0184C B	12/15/2004	12/15/2005	Matt Breen	Routine	No	Yes	MB	Sugarland Run
<b>Northwest Federal Credit Unio</b>									

Site Plan	BMP ID	Inspection Date	Next Inspection	Inspector Name	Inspection Type	Repairs/Maint Needed	Inspection Satisfactory	BMP Type	Watershed
	0171 02 0023	11/15/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Sugarland Run
<b>Oxford Square</b>									
	0162 02 0090	11/17/2004	11/17/2005	Matt Breen	Routine	No	Yes	UD	Spring Branch
<b>Pacific Dulles Technology</b>									
	0164 02 0026A	12/15/2004	12/15/2005	Matt Breen	Routine	No	Yes	UD	Sugarland Run
<b>Parkway Plaza</b>									
	0161 23 P	12/15/2004		Matt Breen	Routine		No	IN	Horsepen Run
<b>Presidents Court</b>									
	0162 19 A	11/08/2004	11/08/2005	Matt Breen	Routine	No	Yes	SP	Sugarland Run
<b>Resource Bank</b>									
	0162 02 0200C B	11/17/2004	11/17/2005	Matt Breen	Routine	No	Yes	UD	Sugarland Run
	0162 02 0200C A	12/15/2004		Matt Breen	Routine	No	Yes	UD	Sugarland Run
	0162 02 0200C D	12/15/2004		Matt Breen	Routine	No	Yes	MB	Sugarland Run
	0162 02 0200D	12/15/2004		Matt Breen	Routine	No	Yes	MB	Sugarland Run



Site Plan	BMP ID	Inspection Date	Next Inspection	Inspector Name	Inspection Type	Repairs/Maint Needed	Inspection Satisfactory	BMP Type	Watershed
	0162 02 0200C E	12/15/2004		Matt Breen	Routine	No	Yes	MB	Sugarland Run
	0162 02 0200C C	12/15/2004		Matt Breen	Routine	No	Yes	MB	Sugarland Run
<b>Reston Volvo</b>									
	0173 02 0005A	11/15/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Sugarland Run
<b>Royal Elm Estates</b>									
	0104 02 0054	11/08/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Sugarland Run
<b>Royale Plaza</b>									
	0171 06 B3	11/15/2004	11/15/2005	Matt Breen	Routine	No	Yes	MB	Sugarland Run
<b>Runnymede Manor</b>									
	0171 22 A B	11/08/2004	12/08/2004	Matt Breen	Routine	No	No	SP	Sugarland Run
	0171 22 A A	11/08/2004	01/15/2005	Matt Breen	Routine	Yes	No	S[	Sugarland Run
<b>Sadie Square</b>									
	0162 02 0133	11/08/2004	11/08/2005	Matt Breen	Routine	No	Yes	IN	Sugarland Run
<b>Saint Josephs</b>									

Site Plan	BMP ID	Inspection Date	Next Inspection	Inspector Name	Inspection Type	Repairs/Maint Needed	Inspection Satisfactory	BMP Type	Watershed
	0162 02 0002B	11/17/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Folly Lick Branch
<b>Spring Glen</b>									
	0162 36 A	11/08/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Sugarland Run
<b>St. Timothys Church</b>									
	0162 02 0153	12/15/2004	12/15/2004	Matt Breen	Routine	No	Yes	IN	Sugarland Run
<b>Stanton Park Overlook</b>									
	0104 36 B	11/08/2004	11/08/2005	Matt Breen	Routine	No	Yes	IN	Folly Lick Branch
<b>Systems Wireless</b>									
	0164 02 0014A	11/15/2004	11/15/2005	Matt Breen	Routine	No	Yes	UD	Sugarland Run
<b>Town Shop</b>									
	0103 09 F	11/08/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Horsepen Run
<b>Trinity Church</b>									
	0104 07 A2	11/08/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Sugarland Run
<b>Van Buren Estates</b>									

Site Plan	BMP ID	Inspection Date	Next Inspection	Inspector Name	Inspection Type	Repairs/Maint Needed	Inspection Satisfactory	BMP Type	Watershed
	0164 18 A	11/08/2004	11/08/2005	Matt Breen	Routine	No	Yes	SP	Sugarland Run
<b>VDOT - Herndon Parkway</b>									
	VDOT 2	11/17/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Folly Lick Branch
<b>VDOT- Herndon Parkway</b>									
	VDOT 1	11/17/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Folly Lick Branch
<b>VDOT/Fairbrook Bus Park</b>									
	0164 10 0005B	11/15/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Sugarland Run
<b>Verizon</b>									
	0161 02 0015B	11/15/2004	11/15/2005	Matt Breen	Routine	No	Yes	UD	Horsepen Run
<b>Village at Herndon Mills</b>									
	0171 03 0010	11/17/2004	12/17/2004	Matt Breen	Routine	Yes	No	UD	Sugarland Run
<b>Virginia Power Service Buildin</b>									
	0171 02 0009A	11/17/2004	11/17/2005	Matt Breen	Routine	No	Yes	IN	Sugarland Run
<b>Virginia Power Substation</b>									

Site Plan	BMP ID	Inspection Date	Next Inspection	Inspector Name	Inspection Type	Repairs/Maint Needed	Inspection Satisfactory	BMP Type	Watershed
Worldgate	0162 02 0190C	11/17/2004	05/15/2005	Matt Breen	Routine	Yes	No	SP	Sugarland Run
	0164 02 0028B1	11/15/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Sugarland Run
	0163 02 0002D B	11/15/2004	01/15/2005	Matt Breen	Routine	Yes	No	SP	Horsepen Run
	0163 02 0002B	11/15/2004	11/15/2005	Matt Breen	Routine	No	Yes	SP	Horsepen Run
	0163 02 0002D A	12/15/2004		Matt Breen	Routine	Yes	No	SP	Horsepen Run

## Introduction

In support of the Town of Herndon's stormwater program, AMEC performed initial BMP inspections at 60 facilities located in the Town. This report summarizes the results of the inspections and provides copies of the inspection checklists. The inspection checklists and inspection procedures were obtained from the Town's BMP Inspection and Maintenance Plan. The inspection data and inspection photos can be accessed through the Town's BMP Inventory and Maintenance Database. The current version is included with the report.

Complete inspections could not be performed at several sites. **Table 1**, shown below, is a summary of all sites for which a full inspection was not completed. For the most part, there was no access to either the site or the facility. The Safeway facilities have been included in the BMP inventory but were still under construction at the time of the inspections.

**Table 1 – Summary of Incomplete Inspection Sites**

Site Plan	BMP ID	Description
Safeway	0162 02 0209	Under construction
Safeway	0162 02 0210	Under construction
Safeway	0162 02 0211A	Under construction
Safeway	0162 02 0211B	Under construction
Lionsgate	0162 02 0315B	Storm Filter access locked
Parkway Plaza	0161 23 P	Storm Filter access locked
Grant St. Center	0162 11 0002	Hook did not fit in manhole covers
Village at Herndon Mills	0171 03 0006	Site under construction, ID required

No DCR dam inspections, surveys, confined space entry, or underwater inspections were performed as part of the inspections. The facilities maintained by the Town were inspected first while all owners of privately maintained facilities were notified by letter of the upcoming inspection. After the notification letters were sent, privately maintained facilities were visited according to their age (starting with the oldest) as over half of BMPs fail within the first 5 years due to lack of proper maintenance.

## Inspection Summary

Following is a summary of all Emergency Maintenance Items, Routine Maintenance Items, and Items to Monitor for each facility inspected. The checklists for each inspection have been attached in Appendix A.

As shown in **Table 2**, the only facility with an emergency repair listed is an underground detention facility located in the Village at Herndon Mills. This facility is outfitted with an ADS water quality unit, which includes maintenance access risers at the end of each storage pipe (total of 20). At the time of the inspection, some of these risers were covered with a mesh fabric and some were open orifices. Since there is a playground on top of the facility, the 8-inch openings are a safety hazard.

**Table 2 – Summary of Emergency Maintenance Items**

Inspection ID	BMP ID	Emergency Maintenance	Site Plan
INSP00100	0171 03 0010	Install permanent covers for ADS risers.	Village at Herndon Mills

**Table 3**, shown below, lists all facilities requiring routine maintenance along with the type of maintenance that is required. For the most part, routine maintenance refers to removing obstructions from the low flow orifice, clearing debris from the low flow swale, and establishing or reestablishing a thick vegetative cover. There are other unique items that should also be addressed in order to improve the overall efficiency of the facility.

**Table 3 – Summary of Routine Maintenance Items**

Inspection ID	BMP ID	Routine Maintenance	Site Plan
INSP00050	0102 17 A	Reestablish vegetation along embankments (will have to wait until spring).	Dominion Ridge Pond 2
INSP00050	0102 17 A	Remove obstruction from low flow orifice.	Dominion Ridge Pond 2
INSP00051	0104 32 B	Reestablish vegetation along embankments (will have to wait until spring). to stabilize.	Dominion Ridge Pond 1
INSP00051	0104 32 B	Remove obstruction from low flow orifice	Dominion Ridge Pond 1
INSP00053	0104 02 0004	Subsurface inspection necessary to determine if facility is functioning properly.	Monroe Place
INSP00053	0104 02 0004	Replace surface aggregate.	Monroe Place
INSP00056	0103 09 F	Remove obstruction from low flow orifice. Try to develop a permanent fix to prevent future clogging.	Town Shop
INSP00061	0162 36 A	Remove leaves/debris from low flow swale.	Spring Glen
INSP00063	0171 22 AA	Remove obstruction from low flow orifice. Install trash rack to prevent future clogging of orifice.	Runnymede Manor
INSP00065	0104 07 A2	Remove leaves and grass clippings from low flow swale and low flow trash rack.	Trinity Church
INSP00066	0104 02 0054	Establish thicker vegetative cover to prevent further erosion. Once completed, remove silt fence.	Royal Elm Estates
INSP00069	0161 02 0021	Remove debris/sediment from outfalls and low flow swale.	Amphora Diner
INSP00071	0164 10 0005B	Remove debris from weir trash racks (2 riser structures).	VDOT/Fairbrook Business Park
INSP00071	0164 10 0005B	Remove obstruction from low flow orifice.	VDOT/Fairbrook Business Park
INSP00071	0164 10 0005B	Repair fence (due to fallen trees).	VDOT/Fairbrook Business Park
INSP00074	0173 02 0005A	Remove obstruction from low flow orifice. Try to develop a permanent fix to prevent future clogging.	Reston Volvo
INSP00074	0173 02 0005A	Remove water pump from stream.	Reston Volvo
INSP00075	0171 02 0015	Remove obstruction from low flow orifice. Try to develop a permanent fix to prevent future clogging.	Fairfield Suites
INSP00076	0171 02 0023	Remove obstruction from low flow orifice.	Northwest Federal Credit Union
INSP00076	0171 02 0023	Reestablish vegetation along embankments (will have to wait until spring).	Northwest Federal Credit Union

Inspection ID	BMP ID	Routine Maintenance	Site Plan
INSP00077	0162 02 0183A1	Remove obstruction from low flow orifice.	ATE Ryder Bus Facility
INSP00078	0162 02 0156G	Remove obstruction from low flow orifice.	Herndon Square
INSP00079	0162 02 0202A	Remove parked cars from on top of trench. Avoid parking cars there in the future.	Brumback's Exxon
INSP00084	0164 02 0028B1	Remove sediment from low flow channel	Worldgate
INSP00085	0163 02 0002D B	Regrade area blocking low flow orifices of riser. All 3 low flow openings are beneath mud.	Worldgate
INSP00085	0163 02 0002D B	Remove sediment accumulation immediately downstream of main (double RCP) outfall into pond.	Worldgate
INSP00087	0162 02 0190C	Dredge pond. Bottom is flat and muddy and about 1.5' higher than the low flow opening.	Virginia Power Substation
INSP00087	0162 02 0190C	Reestablish vegetation along embankments and within pond to prevent future failure.	Virginia Power Substation
INSP00087	0162 02 0190C	Stabilize rip-rap lined channels along access road.	Virginia Power Substation
INSP00096	0162 02 0315 A	Remove obstruction from low flow orifice.	Lionsgate
INSP00096	0162 02 0315 A	Remove sediment from low flow swale	Lionsgate
INSP00097	0162 02 0315 B	NOTE: No access	Lionsgate
INSP00103	0162 02 0002B	Remove bales of hay from outside fence and develop a permanent fix for the erosion around the outfall into the pond. Rip-rap placed previously is failing.	St. Joseph's Church
INSP00103	0162 02 0002B	Remove rip-rap from low flow swale.	St. Joseph's Church
INSP00104	VDOT 2	Remove obstructions from low flow orifice and trash rack.	VDOT 2
INSP00105	VDOT 1	Clear obstruction from low flow orifice	VDOT 1
INSP00107	0163 02 0002D A	Remove obstruction from low flow orifice.	Worldgate
INSP00111	0171 02 0026	Remove obstruction from low flow orifice.	New Dominion Technology Center - Phase 1
INSP00111	0171 02 0026	Remove debris/sediment from low flow swale.	New Dominion Technology Center - Phase 1
INSP00114	0171 02 0029	Remove debris from low flow swale.	Grove Street Extension with New Dominion Phase 1

The items listed in **Table 4** are not currently adversely impacting the effectiveness of the facility, but may eventually affect its overall performance. They should be monitored and revisited at subsequent inspections.

**Table 4 – Summary of Monitor Items**

Inspection ID	BMP ID	Items to Monitor	Site Plan
INSP00050	0102 17 A	Monoculture established.	Dominion Ridge Pond 2
INSP00051	0104 32 B	Monoculture developing.	Dominion Ridge Pond 1
INSP00055	0104 02 0009	Monitor cleanliness of contributing drainage area.	Golf Course Maintenance Facility
INSP00055	0104 02 0009	Comply with manufacturer's maintenance requirements.	Golf Course Maintenance Facility
INSP00057	0103 09 S	Debris beginning to accumulate in one of three outfalls.	Four Seasons
INSP00057	0103 09 S	A channel is forming in the middle of the pond, it does not extend all the way to the riser, but it should be monitored.	Four Seasons
INSP00058	0162 19 A	The low flow trash rack is partially blocked with debris and should be regularly cleaned	Presidents Court
INSP00059	0164 18 A	Mow regularly.	Van Buren Estates
INSP00060	0162 27 A	Monitor erosion along berm towards outfall culvert.	Downs IV
INSP00063	0171 22 AA	Does water ever overtop rip-rap lined spillway into the created wetland?	Runnymede Manor
INSP00069	0161 02 0021	Monitor condition of riser, concrete is cracking/spalling.	Amphora Diner
INSP00071	0164 10 0005B	Information available to consultant states that this pond was removed, but it is still collecting runoff. Is it slated to be removed? If not, must keep up with routine maintenance.	VDOT/Fairbrook Business Park
INSP00071	0164 10 0005B	Mow regularly.	VDOT/Fairbrook Business Park
INSP00073	0173 07 0005	Comply with manufacturer's maintenance requirements.	Hawthorn Suites
INSP00077	0162 02 0183A1	Created wetland is collecting runoff from bus parking lot, which includes a fueling center, so oil/gasoline runoff is expected. Upon clearing the low flow obstruction, we need to assess the amount of sediment that has accumulated on the bottom of the pond	ATE Ryder Bus Facility
INSP00077	0162 02 0183A1	Facility is listed as a Created Wetland, but there is no diversity to the vegetation.	ATE Ryder Bus Facility
INSP00078	0162 02 0156G	Debris beginning to accumulate in trash rack.	Herndon Square
INSP00081	0171 03 0018	Sediment beginning to collect in unit, follow manufacturer's maintenance standards.	Bank of the Potomac Shopping Center
INSP00082	0171 06 B3	Comply with manufacturer's maintenance requirements.	Royale Plaza
INSP00084	0164 02 0028B1	Need to reestablish vegetation along embankment closest to building (wait until spring).	Worldgate
INSP00085	0163 02 0002D B	As can be seen in some of the photos, there are flags set around the pond which designate the area as a wetland. Is this in the planning process? Currently it should still be classified as a dry pond.	Worldgate
INSP00089	0162 02 0200D	Comply with manufacturer's maintenance requirements.	Resource Bank -Storm Filter #4



Inspection ID	BMP ID	Items to Monitor	Site Plan
INSP00090	0162 02 0200C E	Comply with manufacturer's maintenance requirements.	Resource Bank -Storm Filter #3
INSP00091	0162 02 0200C D	Comply with manufacturer's maintenance requirements.	Resource Bank -Storm Filter #2
INSP00092	0162 02 0200C C	Comply with manufacturer's maintenance requirements.	Resource Bank -Storm Filter #1
INSP00097	0162 02 0315B	Comply with manufacturer's maintenance requirements.	Lionsgate
INSP00104	VDOT 2	Mow regularly.	VDOT 2
INSP00105	VDOT 1	Mow regularly.	VDOT 1
INSP00112	0162 02 0184C A	Sediment accumulating in low flow swale.	New Dominion Technology Center Phase II
INSP00113	0162 02 0184C B	Comply with manufacturer's maintenance requirements.	New Dominion Technology Center Phase II

## ***8.4 Process and Reporting***

A date will be scheduled for the regular inspection. One month prior to the inspection, an inspection notification letter will be sent.

Once the inspection is performed, the BMP database will be updated by the Department of Public Works with the date of inspection and what type of repairs were needed, if any. A paper copy of the inspection report will be kept on file in the Department of Public Works. The inspection reports could also be scanned and filed digitally if the department prefers this method. If no maintenance is needed, a copy of the inspection report will be sent to the BMP owner and a date scheduled for the next regular inspection.

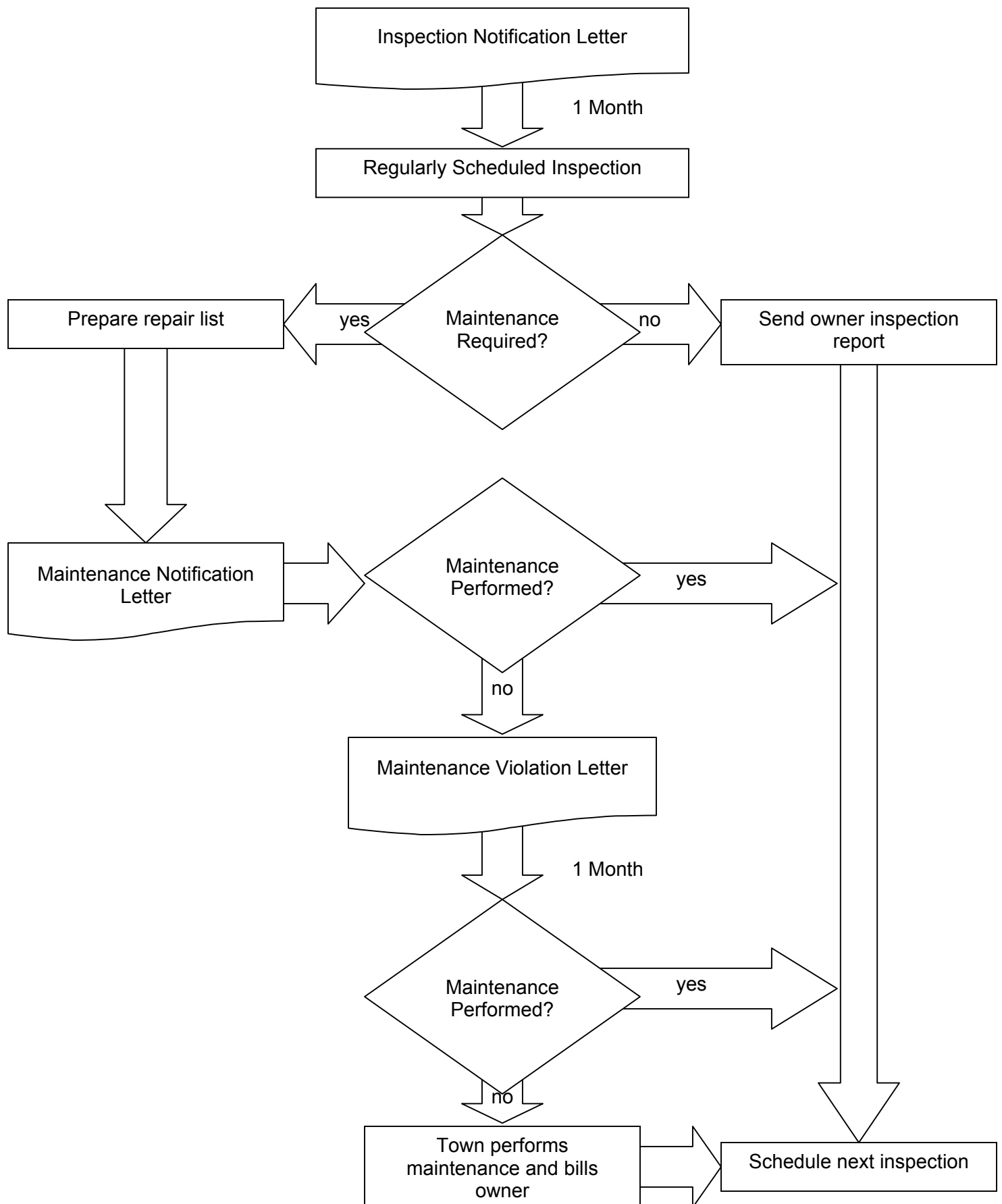
The BMP database will be updated with the following information:

- Inspection Date
- Name of Inspector
- List of emergency repairs needed
- List of routine maintenance items
- List of items to monitor
- Deadline for emergency repairs
- Deadline for routine maintenance items
- Date of repair
- Date of the next inspection

If maintenance is required, the inspector will prepare a list of emergency repairs and routine maintenance items to be included in the maintenance notification letter. A maintenance notification letter will be sent. The owner should schedule a meeting with the inspector to discuss any emergency repairs. The owner should also inform the Town when repairs are completed.

If the owner does not perform emergency repairs or routine maintenance, the inspector must notify the Director of Public Works, estimate a cost for the Town to perform the maintenance and send a maintenance violation letter. The Department of Public Works will coordinate the maintenance of the facility by Town staff if no response to the letter is provided within a month. The date of repair will be entered into the BMP database and a date scheduled for the next regular inspection.

A flow chart outlining the inspection and notification process is shown below.



**\*\* Sample Maintenance Notification Letter\*\***

Date

Address

**Subject: Stormwater Management Facility Maintenance Notification**  
**BMP ID: XXXXXXXX**  
**BMP Location: XXXXXXXX**

Dear Property Manager:

The Town of Herndon must insure that all stormwater management facilities in the Town are adequately maintained and functioning properly under terms of a Virginia Pollutant Discharge Elimination System (VPDES) permit issued by the Virginia Department of Environmental Quality (DEQ) under the authority of the Federal Clean Water Act. Maintenance of stormwater management facilities is an essential element in maintaining the quality of our local streams.

The Town inspected the above facilities on XXXXXXXXXX. A list of the necessary repairs and routine maintenance needed at the facilities is attached. As the owner of a property containing private stormwater management facilities, you are responsible for maintenance of the facility per the Stormwater Detention and Maintenance Agreement, dated XXXXXX.

If the repairs are extensive, it may be necessary to get bids and a scope of work from several contractors and then hire a contractor to perform the necessary work.

The routine maintenance items must be completed by XXXXXX and the emergency repairs must be completed by XXXXXX. Please contact XXXXXX after these repair and maintenance items have been completed so that we can update our records.

If you have questions regarding the inspection or the repair and maintenance items needed, please contact XXXXXX of this office at XXXXXXXX.

Sincerely,

Director, Department of Public Works

**BMP ID:** XXXXXXXX  
**BMP Location:** XXXXXXXX  
**Inspection Date:** XXXXXXXX

#### **List of Emergency Repairs**

- 1.
- 2.
- 3.
- 4.
- 5.

#### **List of Routine Maintenance Items**

- 1.
- 2.
- 3.
- 4.
- 5.

**\*\* Sample Facility Inspection Notification Letter\*\***

Date  
«OWNER»

**Subject: Stormwater Management Facility Inspection Notification**  
**BMP ID: XXXXXXXX**  
**BMP Location: XXXXXXXX**

Dear Property Manager:

Maintenance of stormwater management facilities is an essential element in maintaining the quality of our local streams. A Virginia Pollutant Discharge Elimination System (VPDES) permit issued by the Virginia Department of Environmental Quality (DEQ) under the authority of the Federal Clean Water Act requires that all stormwater management facilities in the Town of Herndon be inspected and maintained.

Our records show you as the owner of the above facilities. By this letter, we are notifying you of an inspection within the next month. After the inspection has been completed, we will send you a copy of the report, including any actions required for proper maintenance of the facility. As the owner of a property containing private stormwater management facilities, you are responsible for maintenance of the facility per the Stormwater Detention and Maintenance Agreement, dated XXXXXX.

**Please provide us, if possible, with a name and address of the person within your organization who currently oversees the maintenance of the stormwater management facilities.**

If you have any questions about this process, please call XXXXXXXX of this office at XXXXXXXX.

Sincerely,

Director, Department of Public Works

**\*\* Sample Maintenance Violation Letter\*\***

Date

Address

**Subject: Stormwater Management Facility Maintenance Violation**  
**BMP ID: XXXXXXXX**  
**BMP Location: XXXXXXXX**

Dear Property Manager:

Maintenance of stormwater management facilities is an essential element in maintaining the quality of our local streams. A Virginia Pollutant Discharge Elimination System (VPDES) permit issued by the Virginia Department of Environmental Quality (DEQ) under the authority of the Federal Clean Water Act requires that all stormwater management facilities in the Town of Herndon be inspected and maintained.

As the owner of a property containing private stormwater management facilities, you are responsible for maintenance of the facility per the Stormwater Detention and Maintenance Agreement, dated XXXXXX. The Town inspected the above facilities on XXXXXXXXXXXX and notified you of required maintenance on XXXXXX. This letter provided a deadline of XXXXXX for the maintenance to be completed. A copy of the list of repairs from the XXXXXXXX letter is attached.

The maintenance deadline has passed and a follow up inspection performed on XXXXXX found that the required maintenance has not been performed. As stated in the Stormwater Detention and Maintenance Agreement, dated XXXXXX, the Town has the right to enter the property to perform the maintenance and charge the property owner for this work. Our department estimates it will cost the Town approximately \$xxxxxx to perform this maintenance.

Please contact XXXXXXXX of this office at XXXXXXXX to discuss this required maintenance. If no arrangements are made, the Town will perform the required maintenance within the next month and bill you for this service.

Sincerely,

Director, Department of Public Works

**BMP ID:** XXXXXXXX  
**BMP Location:** XXXXXXXX  
**Inspection Date:** XXXXXXXX

#### **List of Emergency Repairs**

- 1.
- 2.
- 3.
- 4.
- 5.

#### **List of Routine Maintenance Items**

- 1.
- 2.
- 3.
- 4.
- 5.



## **APPENDIX F**

### **Documentation of the Town of Herndon's current pollution prevention activities**

**The Town currently contracts out street sweeping activities as follows:**

**All residential streets are swept monthly**

**Commercial areas are swept biweekly**

**Downtown area is swept weekly.**

**Leaf collection occurs in November on alternating weeks for areas north and south of the bike trail.**

**Additional activities are documented in the SWPPP prepared for the Town Maintenance Facility and included in the Year 1 Annual Report**

## **Appendix F**

### **Maintain and track certification for all employees handling and applying herbicides and pesticides**

Bo Kirk and John Dudzinsky are Certified Applicators in Turf, Ornamentals and Public Health Pest Control.

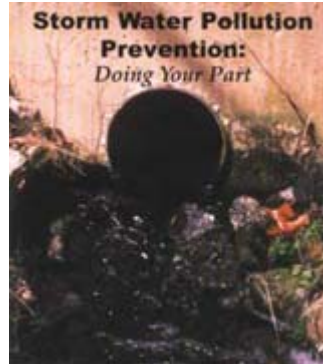
The following Techs work under Bo's and John's Certifications but are Registered Techs in Turf and Ornamentals.

Ronnie Jackson  
Ollie Bertrand  
Elizabeth Hogan  
Larry Hogan  
Eddie Woodson  
Luis Resto  
Carl Lowe  
Urcelle Smith  
David Higgins  
Bruce Corum

They attend training once a year in an approved class offered by the Virginia Department of Agriculture and Consumer Service in order to maintain certifications. We keep a logbook to track the applications.

[Home](#)[Products](#)[Search](#)[Basket Contents](#)[Order Status](#)[Check](#)[Books](#)[Hazmat Hats](#)[Pocket Guides](#)[Training Programs](#)

## Storm Water Pollution Prevention Kit

Quantity in Basket: *none*Code: **STORM0119**Price: **\$169.00**Shipping Weight: **3.00**  
poundsQuantity: [Buy Now](#)

**\*Orders placed on Monday-Friday before 3pm ET will ship the same day!**

The EPA and most states have included storm water pollution prevention training as a standard condition in their storm water discharge permits. These permits often require annual training for "personnel responsible for implementing activities identified in the storm water pollution prevention plan or otherwise responsible for storm water management at all levels of responsibility". They may include employees responsible for material and waste handling, housekeeping, facility maintenance, environmental management and spill response.

### **The Storm Water Pollution Prevention Kit Covers the Following Training Requirements:**

- How & Why storm water discharges are regulated
- Components and goals of storm water pollution prevention plans
- Best management practices to prevent storm water run-off contamination
- Good housekeeping procedures to keep contaminants out of storm sewers
- Material and waste management practices that prevent spills
- Spill response and clean-up procedures

**This Training Kit Will Also Help You To:**

- Meet mandatory EPA and state storm water pollution prevention training requirements
- Motivate employees to prevent storm water pollution
- Comply with your pollution prevention plan and storm water discharge permit

**Features Include:**

- Peer reviewed by the National Environmental Training Associations
- Live action video keeps viewer interest
- Practical exercises in student handbooks increase information retention
- Instructor's manual provides flexibility to customize training to suit your needs

**The Training Kit Includes the Following Materials:**

- 28 minute training video
- Instructor's guide
- Ten student handbooks (extra copies can be ordered)
- A training log
- Ten training certificates

\*For special express shipping rates, please call 919-496-1585.

**Related Item(s)**

Code	Name	Price	
<a href="#">STORM0119-B</a>	Storm Water Pollution Prevention Additional Handbook	\$3.00	

**Customers Who Bought this Product also Purchased:**

Code	Name	Price	
<a href="#">STORM0119-B</a>	Storm Water Pollution Prevention Additional Handbook	\$3.00	